charter township
oshtemo
est. 1839

7275 W. MAIN STREET, KALAMAZOO, MI 49009-9334
269-216-5220 Fax 375-7180 TDD 375-7198
www.oshtemo.org

**NOTICE**
**OSHTEMO CHARTER TOWNSHIP**
**PLANNING COMMISSION**

**Thursday,**
**November 12, 2015**

**7:00 p.m.**

**AGENDA**

1. Call to Order

2. Pledge of Allegiance

3. Approve Agenda

4. Public Comment on Non-Agenda Items

5. Approve Minutes October 22, 2015

6. **PUBLIC HEARING: Special Exception Use (Group Daycare Home)**
   Planning Commission to conduct special exception use and site plan review of the application of Tina Birch for the development of a Group Daycare Home to provide child care for up to 12 children no more than 16 hours a day. Property is located at 5848 Castleton Lane within the R-1: Residence District (parcel #3905-25-120-210).

7. **PUBLIC HEARING: Special Exception Use and Tentative Preliminary Plan (Open Space Development – Sky King Meadows, Phase III)**
   Planning Commission to conduct special exception use and conceptual plan review for an Open Space Development and tentative preliminary plan review for a site condominium of the application of Gary Hahn, on behalf of Seeco 2, LLC, for Sky King Meadows, Phase III. Property is located on approximately 29.98 acres of vacant land in Township Section 23 within the R-2: Residence District (parcel #3905-23-210-010).

8. **PUBLIC HEARING: Special Exception Use and Tentative Preliminary Plan (Planned Unit Development – West Port Village, Phase II)**
   Planning Commission to conduct special exception use and conceptual plan review for a Planned Unit Development and tentative preliminary plan review for a site condominium of the application of Visser Developers of Kalamazoo, for West Port Village, Phase II. Property is located south of H Avenue and west of Drake Road in Township Section 12 within the R-2: Residence District (parcel #3905-12-205-051).

9. **PUBLIC HEARING: Special Exception Use (Commercial Center – Corners @ Drake)**
   Planning Commission to conduct special exception use and site plan review of the application of AVB Construction for the development of a Kellogg Community Federal Credit Union and the Corner Shoppes which will host retail stores. Property is located at west of Drake Road and north of Stadium Drive within the C: Local Business District.

10. **PUBLIC HEARING:** Planning Commission to Review Proposed Amendments to Chapter 76 of the Township Zoning Ordinance regarding Signs, particularly for financial institutions, the percentage of a sign allowed for changeable copy or electronic display and the limitations on lighting on electronic signs.

11. Old Business

12. Any Other Business

    a. Planning Commission Agendas

13. Planning Commissioner Comments

14. Adjournment

**OSHTEMO CHARTER TOWNSHIP**
**PLANNING COMMISSION**

**MINUTES OF A SPECIAL MEETING HELD OCTOBER 22, 2015**

---

**Agenda**

**LANDSCAPING INSPECTION FIELD TRIP**

---

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, October 22, 2015, commencing at approximately 5:30 p.m. at the Oshtemo Charter Township Hall.

| | |
|---|---|
| MEMBERS PRESENT: | Terry Schley, Chairperson<br>Fred Antosz<br>Wiley Boulding, Sr.<br>Dusty Farmer<br>Pam Jackson |
| ABSENT: | Millard Loy<br>Mary Smith |

Also present was Julie Johnston, Planning Director.

The meeting was called to order by Chairperson Terry Schley; the group promptly departed for a landscaping inspection field trip of four locations:

1) Wings, Etc. – 6740 Seeco Drive
2) Walgreens – 6649 West Main
3) Arby's – 6600 West Main
4) Omni Credit Union -6622 West Main

The field trip concluded at the Township Hall and the meeting was adjourned by Chairperson Schley at approximately 6:45 p.m.

Minutes prepared:
October 25, 2015

Minutes approved:
_____, 2015

**OSHTEMO CHARTER TOWNSHIP**
**PLANNING COMMISSION**

**MINUTES OF A MEETING HELD OCTOBER 22, 2015**

---

**Agenda**

**REVIEW OF LANDSCAPING INSPECTION FIELD TRIP**

**DISCUSSION OF ZONING ORDINANCE AMENDMENTS**

---

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, October 22, 2015, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

| | |
|---|---|
| MEMBERS PRESENT: | Terry Schley, Chairperson<br>Fred Antosz<br>Wiley Boulding, Sr.<br>Dusty Farmer<br>Pam Jackson |
| ABSENT: | Millard Loy<br>Mary Smith |

Also present were Julie Johnston, Planning Director, and Martha Coash, Meeting Transcriptionist. No other persons were in attendance.

## CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairperson Schley at approximately 7:00 p.m. and the “Pledge of Allegiance” was recited.

## AGENDA

The Chairperson asked for a motion to approve the agenda.

Mr. Antosz made a motion to accept the agenda as presented. Mr. Boulding, Sr. Seconded the motion. The motion passed unanimously.

## PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no members from the public present; Chairperson Schley moved to the next item on the agenda.

## APPROVAL OF THE MINUTES OF OCTOBER 8, 2015

The Chairperson noted a replacement set of minutes with corrections to page nine related to the timing of the return to open session and adjournment of the public meeting were provided to the Commission and asked if there were any additions, deletions or corrections to the corrected minutes of the Meeting of October 8, 2015. Hearing none, he asked for a motion to approve the minutes as presented.

Ms. Farmer made a motion to approve the minutes of the October 8, 2015 meeting. Mr. Antosz seconded the motion. The motion was approved unanimously.

## REVIEW OF LANDSCAPING INSPECTION FIELD TRIP

Chairperson Schley moved to the next item on the agenda, a review of the landscaping field trip taken by Commissioners just prior to the regularly scheduled meeting

Discussed were the canopy trees seen and the definition of them in the Ordinance related to the industry standard and what is desired. The ordinance speaks to single stem caliper size. Perhaps further clarification of the definition of canopy trees needs to be developed. Standards and ordinances from other municipalities could be looked at, possibly considering height, native species and unacceptable species, caliper size, American Standard for nursery stock, length of time to maturity, and enforceability issues. Commissioners noted they were pleased with the landscaping they saw at the four businesses toured.

Consideration of required green space and the impact of mature plantings on lighting/safety, whether there should be a required distance from lighting established for trees, and the possibility of allowing people to make the decision themselves or to make suggestions to the Township to utilize non-manicured methods of landscaping in order to provide some relief from constant upkeep and to be more in keeping in less urban areas of the Township was discussed.

The possibility of changing requirements for landscaping in large parking lots was considered relative to upkeep and safety. Breaking up the sea of asphalt rather than requiring a proscribed number of trees might be a direction to take. Giving business owners the option to replace trees removed from their property in other areas of the Township rather than replanting in place where they might impact on the owner's ability

to maximize land use, their ability to maintain healthy trees in a parking lot, and on the parking lot itself in terms of upkeep and safety for customers was also discussed.

Including in the Ordinance a method to allow business owners the opportunity to suggest ideas that make sense for a particular situation for consideration by the Planning Commission and discussion with the Township Attorney regarding creation of a precedent deviation was suggested.

Also considered were ways to encourage business owners to utilize creative and sustainable methods of landscaping, using pervious paving systems in order to protect groundwater as an example.

There were no further comments or discussion; Chairperson Schley moved to the next agenda item.

## DISCUSSION OF ZONING ORDINANCE AMENDMENTS

Ms. Johnston presented possible Zoning Ordinance amendments for priority consideration.

After discussion, the following general outline of priorities was agreed upon:

Consideration October – December 2015

- District Purpose Statements
- Allowing Commercial Flags in the Village Form-Based Code Overlay Zone (section 34.00)
- Open Space Preservation Ordinances (consider combining to one ordinance)
- Site Plan Review Ordinance (if no change, why require site plan?)
- Landscaping (Section 75.00)

Consideration Longer Term – October – July

- Lot size related to septic and sewer
- Lighting (Section 78.700 – 78.730)
- Neighborhood Commercial Overlay Zone – changed to Transitional Mixed Use District from Future Land Use Plan (Section 52.00)
- Parking Lot Size Relative to Building Size

## OLD BUSINESS/OTHER BUSINESS

There was no old business or other business to consider; Chairperson Schley moved to the next item on the agenda.

## PLANNING COMMISSIONER COMMENTS

Commissioners had no comments to share.

## ADJOURNMENT

Having exhausted the agenda, and with there being no further business to discuss, Chairperson Schley asked for a motion to adjourn.

Ms. Farmer made a motion to adjourn. The motion carried unanimously.

Chairperson Schley adjourned the Planning Commission meeting at approximately 8:03 p.m.

Minutes prepared:
October 25, 2015

Minutes approved:
_____, 2015

November 3rd, 2015

**Meeting Date:** November 12th, 2015

**To:** Planning Commission

**From**: Ben Clark, Zoning Administrator

**Applicant**: Tina's ABC Childcare

**Owner**: Tina Burch

**Property**: 5848 Castleton Lane, Parcel #05-25-120-210

**Zoning**: R-1: Residence

**Request:** Special Exception Use to establish a group daycare home, accommodating up to 12 children

**Section(s)**: Section 21.404: Group daycare facilities in R-1 districts

**Project Name**: Tina's ABC Childcare

**OVERVIEW**

The applicant is seeking permission to establish a group daycare facility, pursuant to section 21.404 of the Zoning Ordinance, at 5848 Castleton Lane, located in the Oshtemo Woods subdivision to the north of West Michigan Avenue and to the west of 11th Street. Already the site of a *family* daycare facility, which allows up to six children and is a permitted use within this zoning district, the applicant would like to increase the scope of her business, potentially taking on up to six more children. This proposed expansion necessitates Special Exception Use approval from the Planning Commission.

**SUBJECT PROPERTY**

Situated in the Oshtemo Woods subdivision, the applicant owns a single family 1,245 square foot home on a 11,840 square foot lot. Dwellings on adjacent properties are located approximately 66 feet to the west, 70 feet to the east, and 125 feet to the north. To the rear of the house there is an approximately 3,250 square foot fenced in back yard that contains playground equipment. The house's driveway includes approximately 800 square feet of parking space on the property, or enough for around four vehicles.

**STANDARDS FOR APPROVAL**

Section 60.100 of the Zoning Ordinance provides the review criteria for consideration when deliberating a Special Exception Use request.

**A. Is the proposed use compatible with the other uses expressly permitted within the R-1: Residence district?**

In general, this use is compatible with the subject zoning district. However, the level of activity allowed at a group daycare facility does warrant extra scrutiny on the part of the Planning Commission.

**B. Will the proposed use be detrimental or injurious to the use or development of adjacent properties or to the general public?**

Allowing up to twelve children to be to be on-site will likely increase vehicle traffic to and from the subject property, with the possibility of some additional noise as well. This being said, a family daycare home does already operate at this address, and its expansion would constitute an increase in intensity, rather than its introduction to a new area.

**C. Will the proposed use promote the public health, safety, and welfare of the community?**

As long as any increased traffic loads or noise levels are not deemed to be excessive, staff feels that this proposed Special Exception Use is not detrimental to the public health, safety, and welfare of the community.

**D. Will the proposed use encourage the use of the land in accordance with its character and adaptability?**

In general, this proposed use does seem to be in accordance with the character and adaptability of the subject property. The site is well maintained, benefits from a reasonably sized fenced-in back yard relative to the proposed use, and is located on a low speed residential street.

In addition to the standards for a special exception use discussed above, Staff, where possible, has also ensured that the proposed use satisfies the general requirements for a group daycare facility, as detailed in section 19.402 of the Zoning Ordinance. Of particular note, the standards of this section dictate that any group daycare facility shall have a fenced-in outdoor play area, that the residential nature of the property be maintained, and that one parking space be provided for each non-resident employee present on the site at any given time. The applicant has indicated that she intends to employ one staff member, and the home's driveway can accommodate up to four cars.

**RECOMMENDATION**

In general, Staff recommends that the Planning Commission approve this Special Exception Use request. However, Commissioners will need to carefully deliberate whether or not the potential increase in noise and/or vehicle traffic generated by this use will be detrimental to the residential character of the surrounding area.

Respectfully Submitted,

Ben Clark
Zoning Administrator

Attachments: Application
Aerial map/site plan

# 5848 Castleton

**1 inch = 25 feet**

charter township
oshtemo

7275 W. Main Street, Kalamazoo, Michigan 49009-9334
Phone: 269-216-5223 Fax: 269-375-7180

**PLEASE PRINT**

PROJECT NAME & ADDRESS Tina's ABC Childcare

## PLANNING & ZONING APPLICATION

Applicant Name : Tina Burch

Company Tina's ABC Childcare

Address 5848 Castleton Lane

E-mail Tmburch58@yahoo.com

Telephone 269-267-5036 Fax

Interest in Property

**OWNER*:**

Name Tina Burch

Address 5848 Castleton Lane

Email Tmburch58@yahoo.com

Phone & Fax 269-267-5036

Oshtemo Charter Township
7275 W MAIN ST
KALAMAZOO, MI 49009
Phone : 269-375-4260
OSHTEMOTOWNSHIP.ORG

Received From: BURCH
Date: 09/23/2015 Time: 1:07:29 PM
Receipt: 118771
Cashier: LINDAI

| ITEM REFERENCE | AMOUNT |
|---|---|
| 1085 SPECIAL EXCEPTION USE<br>SPECIAL EXCEPTION USE | $300.00 |
| TOTAL | $300.00 |
| CHECK 127 | $300.00 |
| Total Tendered: | $300.00 |
| Change: | $0.00 |

**NATURE OF THE REQUEST:** (Please check the appropriate item)

- ___Planning Escrow-1042
- ___Site Plan Review-1088
- ___Administrative Site Plan Review-1086
- ✓Special Exception Use-1085
- ___Zoning Variance-1092
- ___Site Condominium-1084
- ___Accessory Building Review-1083
- ___Land Division-1090
- ___Subdivision Plat Review-1089
- ___Rezoning-1091
- ___Interpretation-1082
- ___Text Amendment-1081
- ___Sign Deviation-1080
- ___Other:_____

**BRIEFLY DESCRIBE YOUR REQUEST** (Use Attachments if Necessary): I'm a Childcare provider to have 6 children at a time. I want to make it 12 Children that I can watch.

**LEGAL DESCRIPTION OF PROPERTY** *(Use Attachments if Necessary)*:
5848 Castleton Lane, Kalamazoo, MI. 49009
a single family home. With 4 bedrooms

**PARCEL NUMBER:** 3905- 25-120-210

**ADDRESS OF PROPERTY:** 5848 Castleton Lane

**PRESENT USE OF THE PROPERTY:** Residence / Family Daycare

**PRESENT ZONING** R-1: Residential **SIZE OF PROPERTY** 0.27 acres

**NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:**

| Name(s) | Address(es) |
|---|---|
| Tina Burch | |
| DeVanne Burch | |

***SIGNATURES***

*I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) acknowledge that we have received the Township's Disclaimer Regarding Sewer and Water Infrastructure. By submitting this Planning & Zoning Application, I (we) grant permission for Oshtemo Township officials and agents to enter the subject property of the application as part of completing the reviews necessary to process the application.*

Tina Burch — 9/23/15

**Owner's Signature**(* *If different from Applicant*) — **Date**

Tina Burch — 9/23/15

**Applicant's Signature** — **Date**

Copies to:
Planning –1
Applicant -1
Clerk –1
Attorney-1
Assessor –1
Planning Secretary - Original

****

**PLEASE ATTACH ALL REQUIRED DOCUMENTS**

November 4, 2015

**Mtg Date:** November 12, 2015

**To:** Planning Commission

**From**: Julie Johnston, AICP

**Applicant**: Gary Hahn, Wightman & Associates, Inc.

**Owner**: Seeco 2, LLC

**Property**: Parcel #3905-23-210-010

**Zoning**: R-2 Residential District

**Request:** Approval of Sky King Meadows Meadows, Phase III Open Space Conceptual Plan and Tentative Preliminary Plan (Step 1)

**Section(s)**: Section 60.500 – Open Space Community – Zoning Ordinance
Part 290.005 – Site Condominium – General Ordinance

**Project Name**: Sky King Meadows Meadows, Phase III

**OVERVIEW**

The applicant is seeking to develop 42 single-family homes on 29.98 acres of vacant, undeveloped land immediately east of the Buckham Highlands site condominium and southwest of the Country Club Village development. The property is east of 9th Street and located in the R-2 zoning district

The applicant is proposing to develop an open space community, which is a Special Exception Use under 60.500 of the Zoning Ordinance and requires conceptual plan approval. Section 60.530 of the ordinance requires at least 40 percent of the gross acreage to be designated as open space. In addition, the project is intended to be a site condominium developed under the procedures of 290.005, Site Condominiums of the Township's General Ordinances. Part 290.005.D indicates that the project must receive tentative preliminary plan approval (Step 1) from the Township Board after being reviewed by the Planning Commission.

The requirements for a conceptual plan under the Open Space Community Special Exception Use and the tentative preliminary plan approval under the Site Condominium ordinance are very similar. As this project is not intended to be built in phases, the whole project can be reviewed under each ordinance requirement through one submission. Therefore, Staff recommended the applicant request both review of the conceptual plan and the tentative preliminary plan. The final site plan review, as required by Section 60.580 of the Open Space Community ordinance, will occur at the same time as the final preliminary plan review (Step 2) of the Site Condominium ordinance. Step 2 is when engineered drawings of the project is required.

**SPECIAL EXCEPTION USE PERMIT FOR OPEN SPACE COMMUNITY – CONCEPTUAL PLAN**

The first step in the open space community review is the conceptual plan. The intent of the conceptual plan is to give an expression of approval to the layout of the plan and to provide an indication of any issues or concerns.

OPEN SPACE

As required by the ordinance, 40 percent of the project site – just over 12 acres – is set aside as permanent open space. This open space includes dense, wooded areas and steep slopes. It is accessible to the property owners within the development via wood chip pedestrian trails that connect to the sidewalks located along the street rights-of-way. The designated open space does not include the 4.74 acres that has been specified as a reciprocal storm water easement area. This acreage is under an agreement between Buckham Highlands, Sky King Meadows Meadows II and Sky King Meadows Meadows III for storm water runoff. It is intended that the storm water easement area will also remain in its natural setting. If combined with the 12 acres of open space, the amount of land to remain undeveloped jumps to 55 percent.

The final site plan will need to include the appropriate legal mechanisms to protect the open space in perpetuity.

DENISTY / SITE LAYOUT

The density of an open space community is based on a parallel plan. A parallel plan is an alternate site plan developed consistent with the standards of the R-2 district and the requirements for a tentative preliminary plat. The submitted parallel plan satisfies the standards of the R-2 district and demonstrates that, at a minimum, 42 lots can be provided on the site. The R-2 district allows for a density of approximately four dwelling units per acre, depending on utilities. The density proposed for this site is approximately one and a half units per acre. Therefore the proposed 42 units satisfy the density requirements.

The Planning Commission is specifically granted the authority to waive or modify the development standards within the open space community provided the modification is consistent with the goals and intent of the ordinance requirements as stated in 60.510. The deviations the Planning Commission may allow are to the minimum lot area, frontage and width requirements of the underlying zoning district.

The applicant is requesting the following deviations from the R-2 district:

1. The lot size for the R-2 district is 10,560 square feet. The project has lots that range in size from 7,861 to 12,844 square feet, with most lots somewhere between 8,000 and 10,000 square feet.

2. The lot frontages within the development range from 60 to 124 linear feet, where 100 is required. However, the majority of the lots are between 60 and 80 linear feet.

3. A side yard setback of five feet instead of ten feet.

INFRASTRUCTURE & CIRCULATION

Access is provided through one connection point from Buckham Highlands to the west of the proposed development. New stub streets are planned to connect to potential future sites to the north and east if these parcels ever develop.

The development will be connected to public water and sewer facilities. The Township Engineer has reviewed the plans and had no major comments at this time. He will be provided more detailed comments on the construction of the public water and sanitary sewer during site plan/final preliminary plan (Step 2) approval for the open space/site condominium.

Storm water is proposed to be collected on site and directed toward the southwest corner of the property in a low area designated for infiltration. This area has a drainage agreement with Buckham Highlands, Sky King Meadows Meadows II and Sky King Meadows Meadows III. Street lighting is to be provided in accordance with Township policy. More specific details will be required with the site plan/final preliminary plan along with the engineer's approval and an agreement to add the street lights to the Township Street Light District.

STANDARDS FOR APPROVAL

Section 60.570 of the ordinance provides the criteria for consideration when reviewing an open space community. This is not the final step in the process; therefore, minor issues can be directed to be addressed during site plan/final preliminary plan approval. However, more significant concerns would be cause to deny or table the concept plan/tentative preliminary plan.

**A. The overall design and land uses proposed in connection with an open space community shall be consistent with the intent of the open space community concept and the specific design standards set forth herein.**

The design of the proposed community and the single-family uses are consistent with the intent of the open space community concept and the design standards set forth in the ordinance. Simply comparing the proposed development to the parallel plan, which demonstrates how the land could be developed in conformance with the standards of the ordinance, demonstrates the benefits of this concept.

**B. The proposed open space community shall be serviced by the necessary public facilities to assure the public health, safety, and welfare of project residents and users.**

The proposed community will be serviced by public water and sewer. The roads will be public roads.

**C. The proposed open space community shall be designed to minimize the impact of traffic generated by the development on the surrounding land use and street network.**

The proposed community will connect to Buckham Highlands to the west, currently only allowing for one access point into the development. There are access difficulties with this site as it is land locked

between existing development and unplatted land. The future connections to the north and east proposed in the plan will provide possibilities to improve access to the site, but only if development occurs in these locations. Until other properties develop, the majority of the traffic will likely access the site from 9th Street through the Buckham Highlands Condominiums on Buckham Woods Drive to Sabrina Trail (currently Wood Hollow Avenue).

Some concerns have been expressed from neighbors regarding the one access point to the proposed site. While not ideal, the Open Space Community ordinance does not address the requirement of multiple access points. In addition, the design guidelines of the Site Condominium ordinance indicates the following:

> *Part 290.005.D.3.a.(11) – A condominium project or extension of an existing condominium project creating a total of 75 or more building sites must be developed so as to provide for connection to adjacent property through future street development.*

No mention is made of requiring multiple access points to the development. The Road Commission for Kalamazoo County was provided a copy of the plan and they have no major concerns with the proposed circulation system. In addition, the Fire Marshal was consulted during an internal staff review meeting and no concerns were raised.

During our review of the development, it appeared that a 66-foot easement was available from the subject site south to KL Avenue. However, after further investigations through our GIS mapping system and the recorded easements within that section of the Township, it become clear that no easement exists and likely never existed. The lines for this anomaly are recorded in the GIS system under "old property lines." Staff believes this was an historical property line that was never removed from the mapping database.

As the adjacent properties develop, it is unlikely that a fully connected road network would create a desirable short-cut for vehicles passing through the area. None of the routes would be direct and all such possible routes would involve multiple stops and turns. The benefit of the connections would be to provide various outlets and options for the residents of the neighborhood in addition to managing traffic flow from these developments.

**D. The proposed open space community shall be designed so as to be in character with surrounding conditions as they relate to the bulk and location of structures, pedestrian and vehicular circulation, landscaping, and amenities.**

The proposed development is comparable in density, layout, circulation, amenities, and infrastructure to the surrounding developments. As expected, the lot sizes in Sky King Meadows Meadows II are very similar to this project as they were designed by the same owner/developer. The lots within Buckham Highlands and Country Club Village are slightly larger than Sky King Meadows III, with an average lot size between 10,000 and 15,000 square feet.

Sky King Meadows III is providing some significant buffering of their building sites to the west and the south. To the west there is at least 200 linear feet of wooded area between the property line and the

first building site to the east. From the south property line, there is at least 250 feet of wooded area before the first building site. The buildable sites located along the northern and eastern portions of the development are much closer to the property boundary lines. To the north, the building site is within 30 feet of the property line while the house would be developed approximately 50 feet from the property line. The closest building site to the east mirrors the northern dimensions.

The configurations of the lots is largely due to topography, existing wooded features and the location of the storm water drainage area in the southwest corner of the site. During the review of the initial concept/ tentative preliminary plan, staff noted that lots 1-2 and 19-23 were either directly in line or close to the area where storm water infiltration would occur as it flows to the drainage area designated for this and adjacent developments. To avoid problems with flooding, as has occurred in Buckham Highlands, staff requested the development be shifted to the east to provide for a larger natural area between Buckham Highlands and Sky King Meadows Meadows III to hopefully manage storm water infiltration more effectively.

**E. The proposed open space community shall be designed and constructed so as to preserve the integrity of existing on- and off-site sensitive and natural environments, including wetlands, woodlands, hillsides, water bodies, and groundwater resources.**

Per the requirements of the ordinance, 40 percent of the development area (just over 12 acres) is set aside as permanent open space. This includes some of the most heavily wooded portions of the site as well as the portions with the steepest slopes, helping to preserve the natural features of the site.

**F. The designated open space shall be of functional value as it relates to opportunities for wildlife habitat, woodland preservation, crop-growing, orchards, recreation, visual impact and access.**

The designated open space is almost entirely established hardwood forest area with access provided by a wood-chip pedestrian path. The designated areas are connected and are substantial in size. This should allow the area to continue to provide habitat to wildlife as it develops.

**G. The proposed open space community shall comply with all applicable federal, state and local regulations.**

Proof of compliance, as necessary, will need to be provided with the site plan/final preliminary plan.

In addition to the standards cited above from Section 60.570, the Planning Commission shall review the conceptual plan against Section 60.580.C – Conceptual Plan Review Requirements. These are the specific details that are required on the conceptual plan. Staff has completed an initial and a final review prior to the Planning Commission meeting and finds the plan compliant with these requirements.

**TENTATIVE REVIEW OF PRELIMINARY PLAN**

Tentative review of the preliminary site condominium plan is the first of three steps of the approval process for a site condominium development. This first step requires a public hearing, and the Planning Commission shall make a recommendation to the Township Board. Section 290.005.D.3 provides design

standards for tentative preliminary plans at this stage of the review process. These requirements include design of streets, building sites, non-motorized or pedestrian pathways, and general provisions related to existing and natural features on the site. The plans have been reviewed against these standards and are consistent with the requirements as they are similar in scope to many of the conditions of the open space community design for these features.

In addition to the design conditions, tentative preliminary plans also have specifics for what is required on the plan submittal. These are very similar to the requirements of the conceptual plan submittal under the Open Space Community ordinance. After providing comments to the project engineer, the current tentative preliminary plan meets all the requirements of Step 1 of the approval process.

**RECOMENDATION**

Staff recommends the Planning Commission approve the conceptual plan for the Open Space Community Special Exception Use as presented. Staff also suggests the Commission forward a recommendation of approval to the Township Board for the tentative preliminary plan, with the following conditions:

1. If approved, the site plan/final preliminary plan, consistent with the approved concept plan/tentative preliminary plan, shall be submitted for approval within one year.

2. The appropriate legal documents and conveyances necessary for the permanent protection of the open space are provided to the Township with the site plan/final preliminary plan approval.

3. The requested modifications to the minimum lot size (less the 10,560 square feet), frontage (less than 100 linear feet) and side yard setback (5 feet as opposed to 10 feet) satisfy the intent of the open space community requirements.

4. The storm water system will require a review by the Township Engineer for site plan/final preliminary plan approval and shall comply with all applicable County requirements.

5. Specific details of the proposed street lighting will be provided at site plan/final preliminary plan and reviewed by the Township Engineer to ensure compliance with Township street lighting policy and ordinance standards.

6. The site plan/final preliminary plan shall be reviewed and approved by the Township Engineer and Fire Department.

Respectfully Submitted,

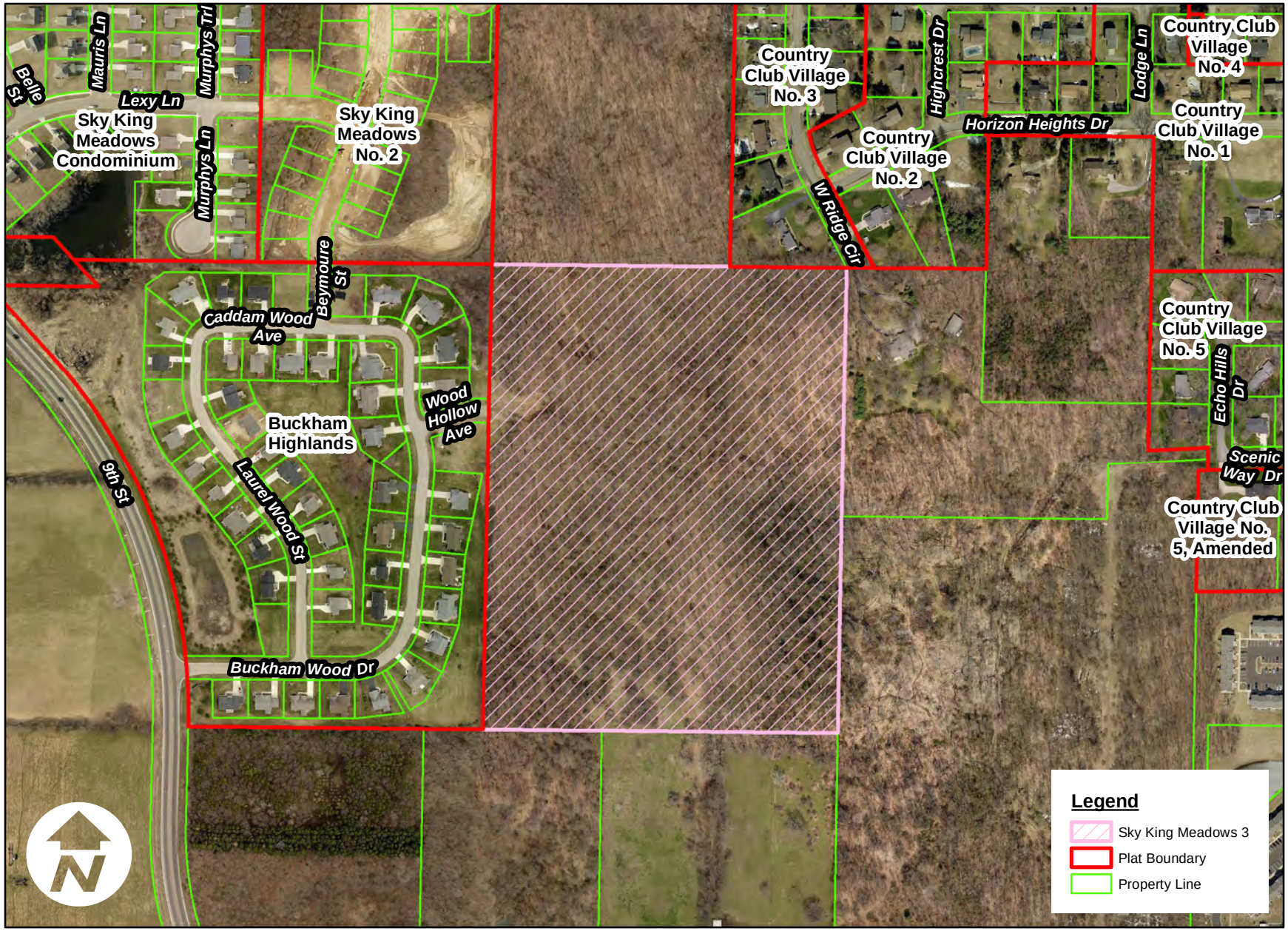
Julie Johnston

Julie Johnston, AICP
Planning Director

Attachments: Application, Plan Set and Aerial

# Sky King Meadows 3

*Proposed Site*




**1 inch = 400 feet**

charter township
oshtemo

7275 W. Main Street, Kalamazoo, Michigan 49009-9334
Phone: 269-216-5223 Fax: 269-375-7180

# PLANNING & ZONING APPLICATION

**APPLICANT:**

Name Gary Hahn

Please print

Company Wightman & Associates, Inc.

Address 9835 Portage Road

Portage, MI 49002

E-mail ghahn@wightman-assoc.com

Telephone 269-200-2700 Fax 269-927-0100

Interest in Property Surveyor/Consultant

**OWNER*:** Seeco 2, LLC

Name Mike Seelye

Please print

Address 3820 Stadium Drive

Kalamazoo, MI 49008

E-mail mseelye1@gmail.com

Telephone 269-375-3820 Fax _____

THIS SPACE FOR TOWNSHIP USE ONLY

Fee Amount _____

Escrow Amount _____

**NATURE OF THE REQUEST:** (Please check the appropriate item(s))

| | |
|---|---|
| ___Site Plan Review | ___Subdivision Plat Review |
| ___Administrative Site Plan Review | ___Rezoning |
| ___Special Exception Use | ___Interpretation |
| ___Zoning Variance | ___Text Amendment |
| X__Site Condominium | ___Sign Deviation |
| ___Accessory Building Review | ___Other:_____ |

**BRIEFLY DESCRIBE YOUR REQUEST** (Use Attachments if Necessary): We are proposing a single-family residential site condominium to be developed under the Township's Open Space Community Ordinance (60.500). We are requesting Step One Approval of the Condominium Project Plan under Ordinance 290.005 - Condominium Projects.

**LEGAL DESCRIPTION OF PROPERTY** *(Use Attachments if Necessary)*:

Please refer to Conceptual Plan Drawing

**PARCEL NUMBER:** 3905- 23-210-010

**ADDRESS OF PROPERTY:** None

**PRESENT USE OF THE PROPERTY:** Vacant

**PRESENT ZONING** R-2 **SIZE OF PROPERTY** 29.98 acres

**NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:**

| Name(s) | Address(es) |
|---|---|
| None | |
| | |

***SIGNATURES***

*I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) acknowledge that we have received the Township's Disclaimer Regarding Sewer and Water Infrastructure. By submitting this Planning & Zoning Application, I (we) grant permission for Oshtemo Township officials and agents to enter the subject property of the application as part of completing the reviews necessary to process the application.*

**Owner's Signature***(* If different from Applicant)* **Date** 9-11-15

**Applicant's Signature** **Date**

****

**PLEASE ATTACH ALL REQUIRED DOCUMENTS**

# SKY KING MEADOWS 3 – OPEN SPACE DEVELOPMENT

OCTOBER 1, 2015

**PROJECT NARRATIVE:**

**The Project Site:**

The project site consists of 29.98 acres of undeveloped land in Section 23, Oshtemo Township lying east of the Buckham Highlands, southeasterly of Sky King Meadows 2 and southwesterly of Country Club Village No. 3. The large tracts of land lying to the north, east and south are un-platted.

The entire site consists of wooded new growth Hickory, Oak, Ironwood and Wild Cherry trees and dense undergrowth. The site topography is gently rolling with slopes of between 6% and 17%. The site is about 70% Spinks Loamy Sand (SpB) and Kalamazoo Loam (KaA), soil types both well drained and well suited to development and about 30% Oshtemo Sandy Loam (OsE) and Sleeth Loam (SeA) which are less suitable (please see the attached Soil Map).

**The Proposed Development:**

**Overview:** A single family residential site condominium, to be developed under the Township's Open Space Community ordinance with forty two (42) building sites, is proposed. All building sites will be served by public roads and public water and sanitary sewer systems that are available for extension into the development site. An Open Space development was chosen in order to preserve at least 40% (11.99 acres) of the development site as open space. This wooded open space will be preserved in perpetuity for the use of the residents for passive recreation purposes such as walking, jogging, and nature watching and will act as a buffer between this community and surrounding communities. A wood chip trail system will be developed within the open space allowing for easy access from the sidewalk system running along the roads. Development signage may be constructed within the open space areas in the vicinity of public road access points. The open space areas will be maintained by the condominium association.

**Homes:** The developer envisions the construction of a wide variety of single and two story homes ranging from1600+/- to 2300+/- square feet in size with attached one, two, or three car garages (please see the attached renderings).

**Storm Water Basin:** The developer proposes to direct storm water from the proposed public roads to the existing natural low area in the southwest corner of the development property. A mutual water retention area was created around this low area in 1998 (please see Water Retention Area Agreement and Deed of Easement (Liber 2077, Page 0315). In addition, the attached Buckham Highlands Easterly Drainage Area Agreement (Document No. 1999-053889) is in place over this area. These documents allow for storm water from Buckham Highlands and the proposed roads within the proposed Sky King Meadows 2 development to be drained into the existing natural storm water area. The storm water area is private and is currently maintained by the Buckham Highlands Condominium Association. Due to naturally occurring gentle side slopes, no fence around the basin will be required. Nearly the entire storm water area is wooded and is well screened from the adjacent parcels lying to the west and south. No additional screening is proposed.

**Project Narrative Continued:**

**Yard Setbacks:** A deviation from the 10' underlying R-2 zoning side yard building setback is proposed. A 5' minimum side yard setback is requested. A typical home footprint proposed for this project is a 2 car garage home with a 40' width. When 40' wide homes are placed side by side there will be 20' between homes. The 5' side yard setback is requested in order to allow for the option of constructing some homes with a 50' wide footprint which creates more flexibility in the type of home footprint and garage options that could work for these building sites. There is precedent for this deviation as it was granted for the Sky King Meadows 2 development in 2012. A minimum front yard setback of 63' from the road centerline, which is consistent with the underlying zoning, is proposed. A minimum rear yard setback of 25', which is greater than the required 15' setback, is proposed. Please see chart below.

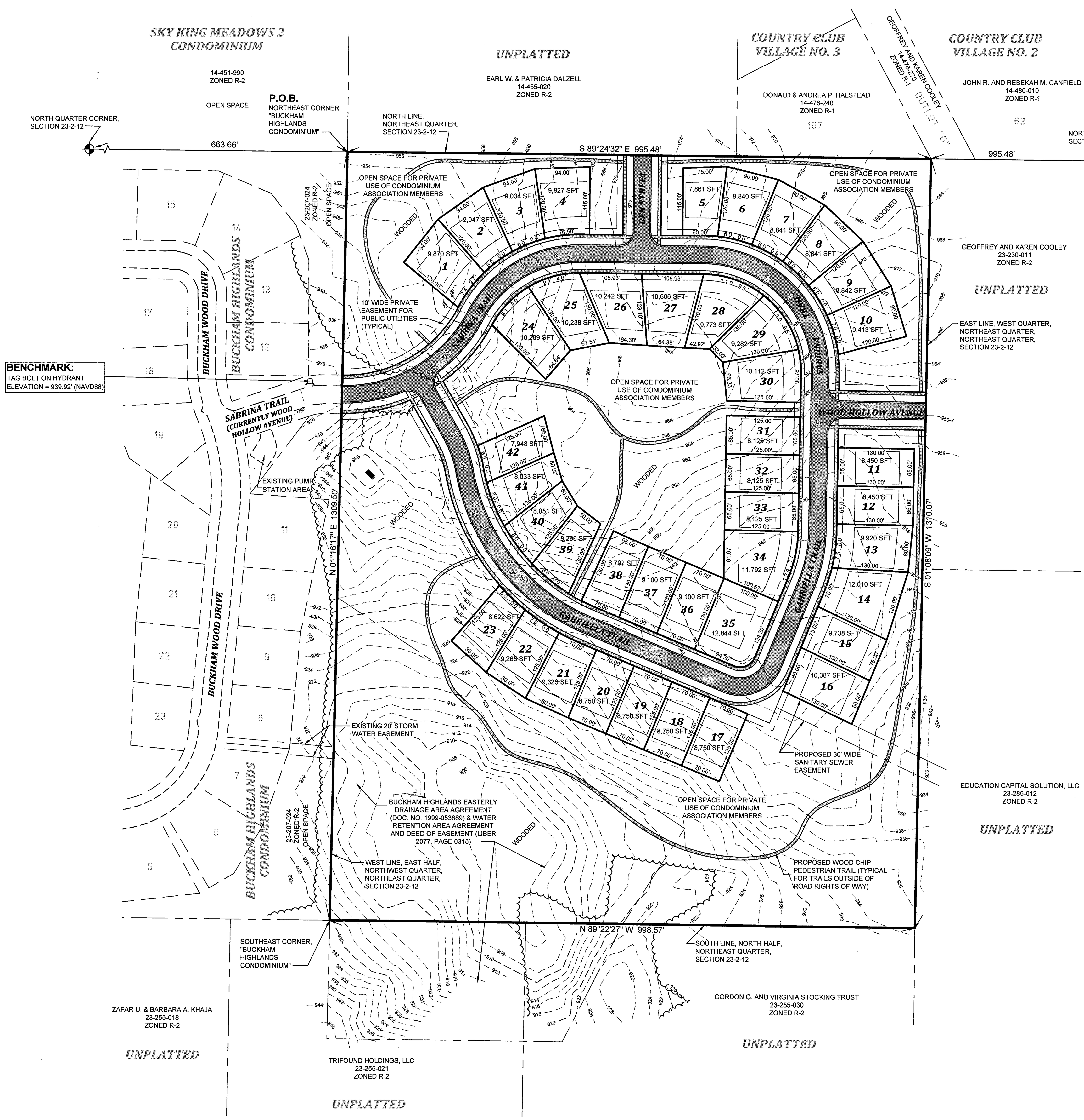
| Requirements | Underlying Zoning R-2 (66.200/64.00) | Open Space (60.500) | Proposed |
|---|---|---|---|
| Open Space | NONE | 40% min. | 40% |
| Clustering | NONE | Min. 4 / Max. 8 | Min. 2 / Max. 7 |
| Unit Width | 100' | NONE | 60' |
| Unit Area (sq. ft.) | 10,560 | NONE | 7,860 – 11,977 |
| Setbacks - Front | 63' from Centerline | 60' from Centerline | 63' from Centerline |
| Setbacks - Side | 10' | 10' | 5' |
| Setbacks - Rear | 15' | 15' | 25' |

**Traffic:** Due to similar building site to acreage ratios the increase in traffic created by this development will be consistent with the increased traffic flow that would be generated if the existing Buckham Highlands or Sky King Meadows 2 developments were to expand into this parcel. Provisions for vehicular and pedestrian interconnectivity between surrounding developments are proposed. Existing and proposed street layouts are such that use of these roadways for through traffic from 9th Street to West Main Street is not likely.

SKETCH PLAN OF PROPOSED

# SKY KING MEADOWS 3

## IN THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 2 SOUTH, RANGE 12 WEST, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN.




**PROPRIETOR/OWNER**
SEECO 2, LLC
3820 STADIUM DRIVE
KALAMAZOO, MI 49008
(269) 375-3820

**SURVEYOR/CONSULTANT**
WIGHTMAN & ASSOCIATES, INC.
9835 PORTAGE ROAD
PORTAGE, MICHIGAN 49002
(269) 327-3532

**ATTORNEY**
MATTHEW VAN DYKE
MILLER CANFIELD PADDOCK & STONE
277 S. ROSE STREET #5000
KALAMAZOO, MI 49007
(269) 383-5835

## LEGAL DESCRIPTION - PARCEL NO. 05-23-210-010

THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER AND THE WEST QUARTER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 2 SOUTH, RANGE 12 WEST, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN, MORE PARTICULARLY DESCRIBED AS : BEGINNING AT A POINT ON THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 23 THAT IS 663.66 FEET SOUTH 89° 24' 32" EAST OF THE NORTH QUARTER CORNER OF SAID SECTION 23, SAID POINT ALSO BEING THE NORTHEAST CORNER OF "BUCKHAM HIGHLANDS," BEING A CONDOMINIUM RECORDED AS SUBDIVISION PLAN NO. 113 IN DOCUMENT NO. 2004-016965, KALAMAZOO COUNTY RECORDS; THENCE SOUTH 89° 24' 32" EAST ON SAID NORTH LINE 995.48 FEET TO THE EAST LINE OF THE WEST QUARTER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 23; THENCE SOUTH 01° 08' 09" WEST ON SAID EAST LINE 1310.07 FEET TO THE SOUTH LINE OF THE NORTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 23; THENCE NORTH 89° 22' 27" WEST ON SAID SOUTH LINE 998.57 FEET TO THE SOUTHEAST CORNER OF SAID "BUCKHAM HIGHLANDS" AND THE WEST LINE OF THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 23; THENCE NORTH 01° 16' 17" EAST ON SAID WEST LINE 1309.50 FEET (RECORDED 1310.06 FEET) TO THE POINT OF BEGINNING. CONTAINING 29.98 ACRES MORE OR LESS.

## NOTES

### ZONING
CURRENT ZONING: R-2 PROPOSED: OPEN SPACE COMMUNITY (60.500)

### UNITS
42 SINGLE OR TWO STORY, SINGLE FAMILY, RESIDENTIAL UNITS ARE PROPOSED.

MINIMUM UNIT WIDTH PROPOSED: 60'
MINIMUM UNIT SQUARE FOOTAGE PROPOSED: 7,860± SFT
MINIMUM SETBACK REQUIREMENTS PROPOSED: FRONT: 30 FEET SIDE: 5 FEET REAR: 25 FEET

### SANITARY FACILITIES
ALL PROPOSED CONDOMINIUM UNITS WILL BE SERVED BY MUNICIPAL SANITARY SEWER. ONE OPTION IS TO CONSTRUCT SANITARY SEWER WITHIN THE DEVELOPMENT PARCEL TO GRAVITY FEED TO THE EXISTING PUMP STATION LOCATED NEAR THE INTERSECTION OF BUCKHAM WOOD DRIVE AND PROPOSED SABRINA TRAIL. A SECOND OPTION IS TO ABANDON THIS PUMP STATION AND CONSTRUCT A GRAVITY FEED SEWER FROM THE PUMP STATION THROUGH THE DEVELOPMENT PARCEL AND EASTERLY TO EXISTING SANITARY SEWER FACILITIES LOCATED WITHIN THE EDUCATION CAPITAL SOLUTION, LLC PROPERTY (PARCEL NO. 23-285-012). THIS OPTION WOULD REQUIRE AN EQUITABLE PARTICIPATION AGREEMENT BETWEEN OSHTEMO TOWNSHIP AND THE LAND OWNERS, EASEMENT ACQUISITION AND ADDITIONAL DESIGN.

### WATER FACILITIES
ALL PROPOSED CONDOMINIUM UNITS WILL BE SERVED BY MUNICIPAL WATER TO BE EXTENDED INTO DEVELOPMENT FROM EXISTING FACILITIES IN THE PROPOSED SABRINA TRAIL ENTRANCE.

### STORM SEWER
THE PROPOSED STORM SEWER FACILITIES WITHIN PROPOSED RIGHTS-OF-WAY SHALL BE DEDICATED TO THE KALAMAZOO COUNTY ROAD COMMISSION. ALL STORM WATER RUNOFF SHALL BE DIRECTED TO THE STORM WATER INFILTRATION AREA IN THE EXISTING RECIPROCAL STORM WATER EASEMENT AREA RECORDED IN DOCUMENT NO. 1999-053889, KALAMAZOO COUNTY RECORDS

### STREETS
ALL STREETS WILL BE PUBLIC AND WILL BE BUILT TO KALAMAZOO COUNTY ROAD COMMISSION STANDARDS WITH ASPHALT CURB AND GUTTER AND ASPHALT SURFACES, WIDTHS TO BE 30' BACK TO BACK WITHIN 66' RIGHTS-OF-WAY.

### SIDEWALKS
CONCRETE SIDEWALKS WILL BE CONSTRUCTED ON BOTH SIDES OF ALL ROADS AND WILL BE CONSTRUCTED TO OSHTEMO TOWNSHIP SPECIFICATIONS.

### STREET LIGHTING
STREET LIGHTING WILL BE PROVIDED BY THE DEVELOPER IN ACCORDANCE WITH THE OSHTEMO TOWNSHIP STREET LIGHTING POLICY.

### PRIVATE UTILITIES
PRIVATE UTILITIES SUCH AS GAS, ELECTRIC, CABLE TV, ETC.. SHALL BE LOCATED IN PROPOSED PRIVATE EASEMENTS ADJACENT TO ROAD RIGHTS OF WAY . ALL UTILITIES SHALL BE INSTALLED UNDERGROUND.

### CONTIGUOUS PROPERTIES
THE PROPRIETOR DOES NOT OWN ANY CONTIGUOUS UNDEVELOPED PROPERTIES.

### OPEN SPACE
12.02 ACRES OF OPEN SPACE (40.1% OF THE DEVELOPMENT ACREAGE) IS TO BE PRESERVED FOR LAND CONSERVATION, ECOLOGICAL PROTECTION, AND PASSIVE RECREATION (TRAILS) PURPOSES. OPEN SPACE IS TO BE PRIVATE FOR THE USE OF UNIT OWNERS AND TO BE MAINTAINED BY THE CONDOMINIUM ASSOCIATION. DEVELOPMENT SIGNAGE MAY BE CONSTRUCTED WITHIN THE OPEN SPACE AREAS IN THE VICINITY OF PUBLIC ROAD ACCESS POINTS.

### FLOODPLAIN
THE DEVELOPMENT PROPERTY DOES NOT LIE WITHIN A 100-YEAR FLOODPLAIN.

### SOILS
ACCORDING TO THE USDA NATIONAL COOPERATIVE SOIL SURVEY THE DEVELOPMENT PROPERTY CONSISTS MOSTLY OF SPINKS LOAMY SAND AND KALAMAZOO LOAM (70%± OF SITE) AND SOME OSHTEMO SANDY LOAM AND SLEETH LOAM (30%± OF SITE). SOILS MAP PROVIDED WITH APPLICATION.

### TOPOGRAPHY
PLEASE SEE THE 11" X 17" SLOPE SKETCH WHICH HIGHLIGHTS ALL AREAS WITHIN THE DEVELOPMENT PROPERTY HAVING SLOPES IN EXCESS OF 8%.

### LANDSCAPING FEATURES
WITH THE EXCEPTION OF THE AREA NEAR THE PROPOSED SABRINA TRAIL ENTRANCE AND AN AREA ALONG THE SOUTH PARCEL LINE, THE ENTIRE 29.98 ACRE DEVELOPMENT SITE CONSISTS OF WOODED NEW GROWTH HICKORY, OAK, IRONWOOD AND WILD CHERRY TREES AND DENSE UNDERGROWTH. ALL OF THE PROPOSED UNITS LIE WITHIN THIS WOODED AREA. THE PROPOSED OPEN SPACE AND THE EXISTING NATURAL STORM WATER INFILTRATION AREA ARE WOODED AS WELL AND WILL REMAIN LARGELY WOODED. THE EXISTING FOLIAGE WITHIN THE OPEN SPACE WILL ACT TO SCREEN THE PROPOSED UNITS AND INFILTRATION AREA FROM THE VIEW FROM ADJACENT PROPERTIES. NO NEW LANDSCAPING FEATURES, EXCEPT FOR DEVELOPMENT SIGNAGE, ARE PROPOSED FOR THIS DEVELOPMENT.

## ACREAGE INFORMATION

TOTAL ACREAGE = 29.98

ACREAGE OF RESIDENTIAL UNITS = 8.96

ACREAGE OF ROAD RIGHT OF WAY = 4.08

ACREAGE OF RECIPROCAL STORM WATER EASEMENT AREA = 4.74

ACREAGE OF PROPOSED SANITARY EASEMENT AREA = 0.18

ACREAGE INELIGIBLE FOR OPEN SPACE = 17.96

ACREAGE OF OPEN SPACE = 12.02

ACREAGE TO BE PRESERVED AS OPEN SPACE = 12.02 (40.1% OF 29.98 ACRE DEVELOPMENT PARCEL)

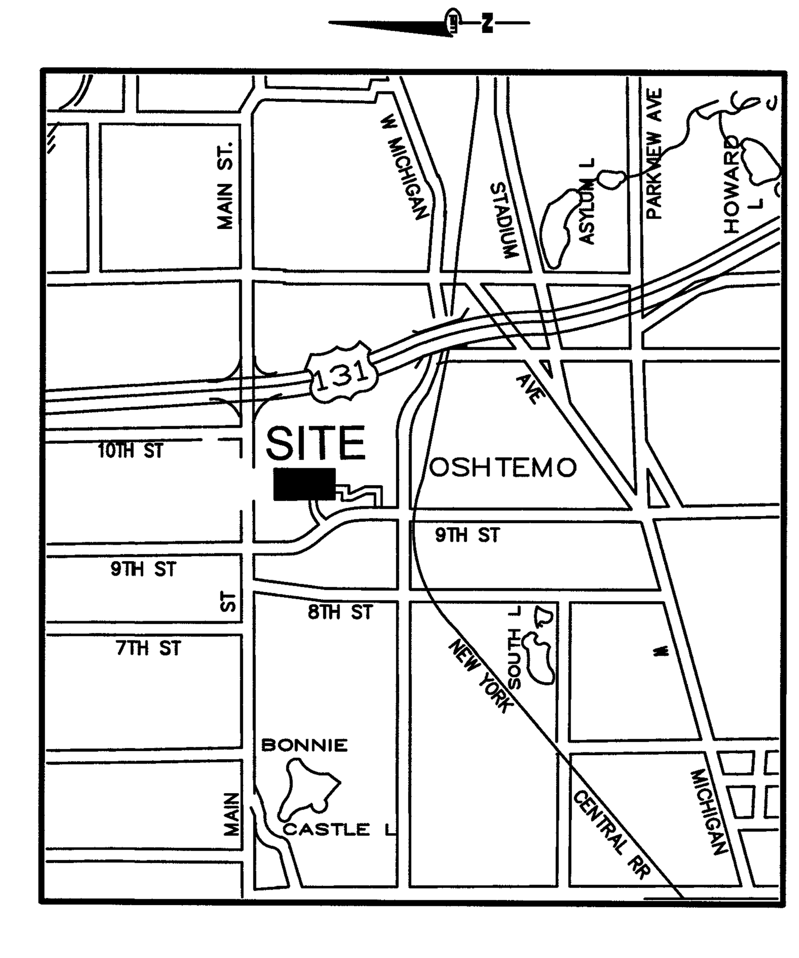
## LEGEND

- - - - - - = EXISTING EDGE OF ASPHALT
= PROPERTY LINE
= PROPOSED UNIT LINES
= ADJACENT PARCEL LINES
= TREE LINE
= EXISTING CATCH BASIN
= EXISTING SANITARY SEWER MANHOLE
= EXISTING FIRE HYDRANT
SFT = SQUARE FEET
P.O.B. = POINT OF BEGINNING

## DEVELOPMENT TIMETABLE

THE OWNER PLANS TO SEEK THE NECESSARY PRE-CONSTRUCTION APPROVALS AND PERMITS BETWEEN NOW AND MARCH 2016 WITH THE INTENT TO BEGIN CONSTRUCTION DURING APRIL 2016. SUBSTANTIAL COMPLETION AND RECORDING OF THE MASTER DEED IS ANTICIPATED FOR LATE JULY 2016. THIS DEVELOPMENT WILL BE CONSTRUCTED AS ONE PHASE.

## VICINITY MAP
(NOT TO SCALE)




WIGHTMAN & ASSOCIATES, INC.
ENGINEERING
SURVEYING
ARCHITECTURE
2303 Pipestone Road
Benton Harbor, MI 49022
Phone: (269) 927-0100

9835 Portage Road
Portage, MI 49002
Phone: (269) 327-3532

264 Western Avenue
Allegan, MI 49010
Phone: (269) 673-8465

www.wightman-assoc.com

STATE OF MICHIGAN
GARY D. HAHN
LAND SURVEYOR
NO 38116
LICENSED PROFESSIONAL SURVEYOR

PROJECT NAME:
**SKY KING MEADOWS 3**
OSHTEMO TOWNSHIP
KALAMAZOO COUNTY
MICHIGAN

**SEECO 2, LLC**
3820 STADIUM DRIVE
KALAMAZOO, MI 49008

1 - 10/1/2015
REVISED TO ADDRESS OSHTEMO TOWNSHIP COMMENT LETTER OF SEPTEMBER 25, 2015 AND REVISED STREET NAMES

**REVISIONS**

P:\Portage\154124 Seeco II LLC - Sky King Meadows No. 3\B50 AutoCAD\Survey\154124 Seeco II - Sky King 3 - Survey Base.dwg 1 OF 1
10/1/2015 12:44.10 PM

THE REPRODUCTION, COPYING OR OTHER USE OF THIS DRAWING WITHOUT WRITTEN CONSENT IS PROHIBITED.
© 2015 WIGHTMAN & ASSOCIATES, INC.

DATE: AUGUST 2015
SCALE: 1" = 100'

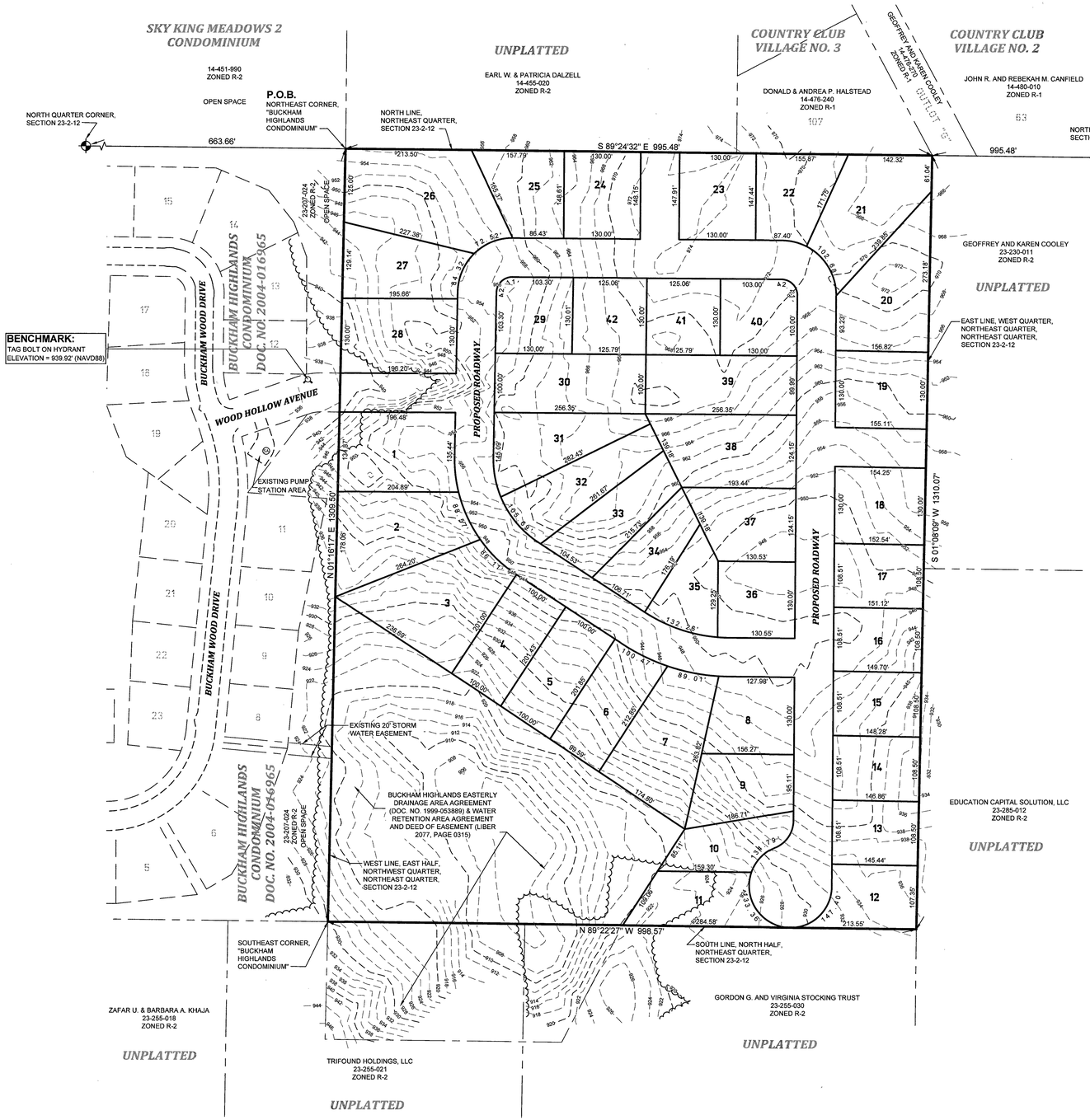
CONCEPTUAL PLAN

154124

ALTERNATIVE PLAN OF PROPOSED

# SKY KING MEADOWS 3

## IN THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 2 SOUTH, RANGE 12 WEST, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN.




### PROPRIETOR/OWNER
SEECO 2, LLC
3820 STADIUM DRIVE
KALAMAZOO, MI 49008
(289) 375-3820

### SURVEYOR/CONSULTANT
WIGHTMAN & ASSOCIATES, INC.
9835 PORTAGE ROAD
PORTAGE, MICHIGAN 49002
(269) 327-3532

### ATTORNEY
MATTHEW VAN DYKE
MILLER CANFIELD PADDOCK & STONE
277 S. ROSE STREET #5000
KALAMAZOO, MI 49007
(269) 383-5835

### LEGAL DESCRIPTION - PARCEL NO. 05-23-210-010

THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER AND THE WEST QUARTER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 2 SOUTH, RANGE 12 WEST, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN, MORE PARTICULARLY DESCRIBED AS : BEGINNING AT A POINT ON THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 23 THAT IS 663.66 FEET SOUTH 89° 24' 32" EAST OF THE NORTH QUARTER CORNER OF SAID SECTION 23, SAID POINT ALSO BEING THE NORTHEAST CORNER OF "BUCKHAM HIGHLANDS," BEING A CONDOMINIUM RECORDED AS SUBDIVISION PLAN NO. 113 IN DOCUMENT NO. 2004-016965, KALAMAZOO COUNTY RECORDS; THENCE SOUTH 89° 24' 32" EAST ON SAID NORTH LINE 995.48 FEET TO THE EAST LINE OF THE WEST QUARTER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 23; THENCE SOUTH 01° 08' 09" WEST ON SAID EAST LINE 1310.07 FEET TO THE SOUTH LINE OF THE NORTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 23; THENCE NORTH 89° 22' 27" WEST ON SAID SOUTH LINE 998.57 FEET TO THE SOUTHEAST CORNER OF SAID "BUCKHAM HIGHLANDS" AND THE WEST LINE OF THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 23; THENCE NORTH 01° 16' 17" EAST ON SAID WEST LINE 1309.50 FEET (RECORDED 1310.06 FEET) TO THE POINT OF BEGINNING. CONTAINING 29.98 ACRES MORE OR LESS.

### NOTES

**ZONING**
CURRENT ZONING: R-2

**UNITS**
42 SINGLE OR TWO STORY, SINGLE FAMILY, RESIDENTIAL UNITS ARE PROPOSED.

MINIMUM UNIT WIDTH: 100'
MINIMUM UNIT SQUARE FOOTAGE: ±10,560 SFT
MINIMUM SETBACK REQUIREMENTS: FRONT: 30 FEET SIDE: 10 FEET REAR: 15 FEET

**SANITARY FACILITIES**
ALL PROPOSED CONDOMINIUM UNITS WILL BE SERVED BY MUNICIPAL SANITARY SEWER. ONE OPTION IS TO CONSTRUCT SANITARY SEWER WITHIN THE DEVELOPMENT PARCEL TO GRAVITY FEED TO THE EXISTING PUMP STATION LOCATED NEAR THE INTERSECTION OF BUCKHAM WOOD DRIVE AND WOOD HOLLOW AVENUE. A SECOND OPTION IS TO ABANDON THIS PUMP STATION AND CONSTRUCT A GRAVITY FEED SEWER FROM THE PUMP STATION THROUGH THE DEVELOPMENT PARCEL AND EASTERLY TO EXISTING SANITARY SEWER FACILITIES LOCATED WITHIN THE EDUCATION CAPITAL SOLUTION, LLC PROPERTY (PARCEL NO. 23-285-012). THIS OPTION WOULD REQUIRE AN EQUITABLE PARTICIPATION AGREEMENT BETWEEN OSHTEMO TOWNSHIP AND THE LAND OWNERS, EASEMENT ACQUISITION AND ADDITIONAL DESIGN.

**WATER FACILITIES**
ALL PROPOSED CONDOMINIUM UNITS WILL BE SERVED BY MUNICIPAL WATER TO BE EXTENDED INTO DEVELOPMENT FROM EXISTING FACILITIES IN WOOD HOLLOW AVENUE.

**STORM SEWER**
THE PROPOSED STORM SEWER FACILITIES WITHIN PROPOSED RIGHTS-OF-WAY SHALL BE DEDICATED TO THE KALAMAZOO COUNTY ROAD COMMISSION. ALL STORM WATER RUNOFF SHALL BE DIRECTED TO THE STORM WATER INFILTRATION AREA IN THE EXISTING RECIPROCAL STORM WATER EASEMENT AREA RECORDED IN DOCUMENT NO. 1999-053889, KALAMAZOO COUNTY RECORDS.

**STREETS**
ALL STREETS WILL BE PUBLIC AND WILL BE BUILT TO KALAMAZOO COUNTY ROAD COMMISSION STANDARDS WITH ASPHALT CURB AND GUTTER AND ASPHALT SURFACES, WIDTHS TO BE 30' BACK TO BACK IN 66' RIGHTS-OF-WAY.

**SIDEWALKS**
CONCRETE SIDEWALKS WILL BE CONSTRUCTED ON BOTH SIDES OF ALL ROADS AND WILL BE CONSTRUCTED TO OSHTEMO TOWNSHIP SPECIFICATIONS.

**STREET LIGHTING**
STREET LIGHTING WILL BE PROVIDED BY THE DEVELOPER IN ACCORDANCE WITH THE OSHTEMO TOWNSHIP STREET LIGHTING POLICY.

**PRIVATE UTILITIES**
PRIVATE UTILITIES SUCH AS GAS, ELECTRIC, CABLE TV, ETC.. SHALL BE LOCATED IN PROPOSED PRIVATE EASEMENTS ADJACENT TO ROAD RIGHTS OF WAY . ALL UTILITIES SHALL BE INSTALLED UNDERGROUND.

**CONTIGUOUS PROPERTIES**
THE PROPRIETOR DOES NOT OWN ANY CONTIGUOUS UNDEVELOPED PROPERTIES.

**FLOODPLAIN**
THE DEVELOPMENT PROPERTY DOES NOT LIE WITHIN A 100-YEAR FLOODPLAIN.

**SOILS**
ACCORDING TO THE USDA NATIONAL COOPERATIVE SOIL SURVEY THE DEVELOPMENT PROPERTY CONSISTS MOSTLY OF SPINKS LOAMY SAND AND KALAMAZOO LOAM (70%± OF SITE) AND SOME OSHTEMO SANDY LOAM AND SLEETH LOAM (30%± OF SITE).

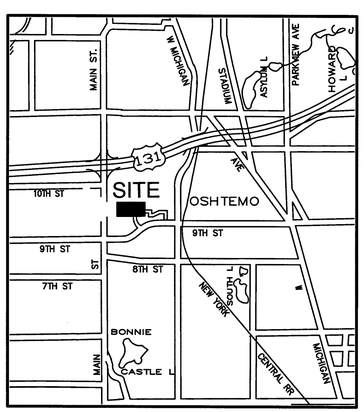
### LEGEND

- = EXISTING EDGE OF ASPHALT
- = PROPERTY LINE
- = PROPOSED UNIT LINES
- = ADJACENT PARCEL LINES
- = TREE LINE
- = EXISTING CATCH BASIN
- = EXISTING SANITARY SEWER MANHOLE
- = EXISTING FIRE HYDRANT
- SFT = SQUARE FEET
- P.O.B. = POINT OF BEGINNING

### ALTERNATE UNIT AREA

| UNIT | SFT |
|---|---|
| 1 | 26,690 |
| 2 | 29,503 |
| 3 | 33,840 |
| 4 | 20,122 |
| 5 | 20,164 |
| 6 | 20,414 |
| 7 | 30,129 |
| 8 | 18,484 |
| 9 | 18,697 |
| 10 | 15,146 |
| 11 | 18,125 |
| 12 | 16,562 |
| 13 | 15,857 |
| 14 | 16,011 |
| 15 | 16,165 |
| 16 | 16,320 |
| 17 | 16,474 |
| 18 | 19,541 |
| 19 | 20,275 |
| 20 | 28,896 |
| 21 | 27,904 |
| 22 | 18,279 |
| 23 | 19,198 |
| 24 | 19,269 |
| 25 | 18,172 |
| 26 | 38,184 |
| 27 | 21,369 |
| 28 | 24,881 |
| 29 | 16,748 |
| 30 | 25,606 |
| 31 | 21,732 |
| 32 | 21,284 |
| 33 | 19,991 |
| 34 | 16,509 |
| 35 | 13,971 |
| 36 | 16,964 |
| 37 | 20,111 |
| 38 | 27,922 |
| 39 | 25,606 |
| 40 | 16,744 |
| 41 | 16,306 |
| 42 | 16,306 |

### VICINITY MAP
(NOT TO SCALE)





WIGHTMAN & ASSOCIATES, INC.
ENGINEERING ◆ SURVEYING ◆ ARCHITECTURE
2303 Pipestone Road
Benton Harbor, MI 49022
Phone: (269) 927-0100
9835 Portage Road
Portage, MI 49002
Phone: (269) 327-3532
264 Western Avenue
Allegan, MI 49010
Phone: (269) 673-8465
www.wightman-assoc.com


STATE OF MICHIGAN GARY D. HAHN LAND SURVEYOR NO 38116 PROFESSIONAL SURVEYOR

PROJECT NAME:
**SKY KING MEADOWS 3**
OSHTEMO TOWNSHIP
KALAMAZOO COUNTY
MICHIGAN

**SEECO 2, LLC**
3820 STADIUM DRIVE
KALAMAZOO, MI 49008

REVISIONS

P:\Portage\154124 Sky Sweep LLC - Sky King Meadows No. 3\950 AutoCAD\Survey\154124 Sheet 8 - Sky King 3 - Survey Base.dwg 1 OF 1 9/14/2015 10:46:47 AM

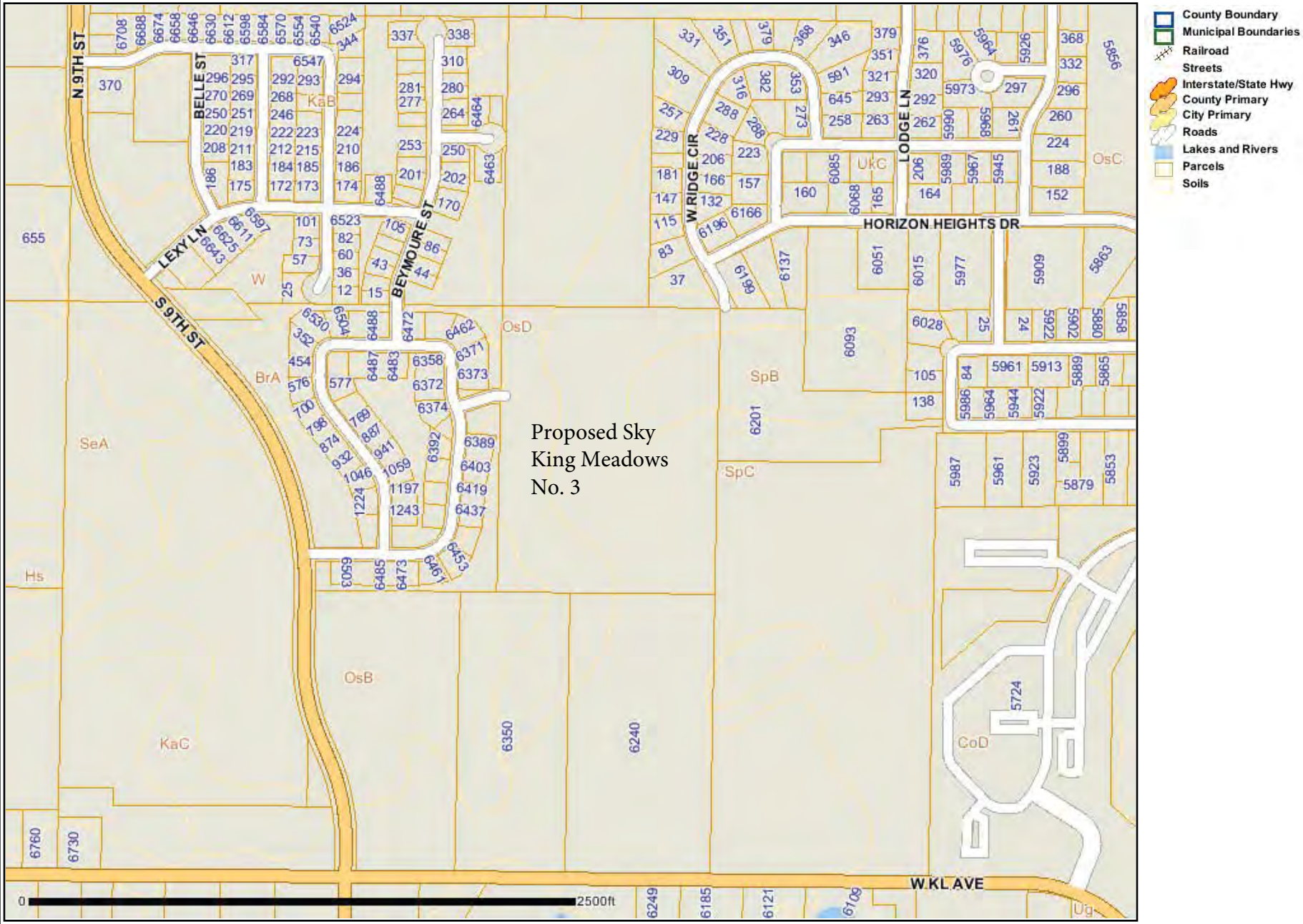

THE REPRODUCTION, COPYING OR OTHER USE OF THIS DRAWING WITHOUT WRITTEN CONSENT IS PROHIBITED.
© 2015 WIGHTMAN & ASSOCIATES, INC.


DATE: AUGUST 2015
SCALE: 1" = 100'

ALTERNATIVE PLAN

154124
1 OF 1

# Soils Map




This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The user of this map acknowledges that the State/County/Cities/Townships/Villages shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the State/County/Cities/Townships/Villages from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided. Map Created: 9/15/2015

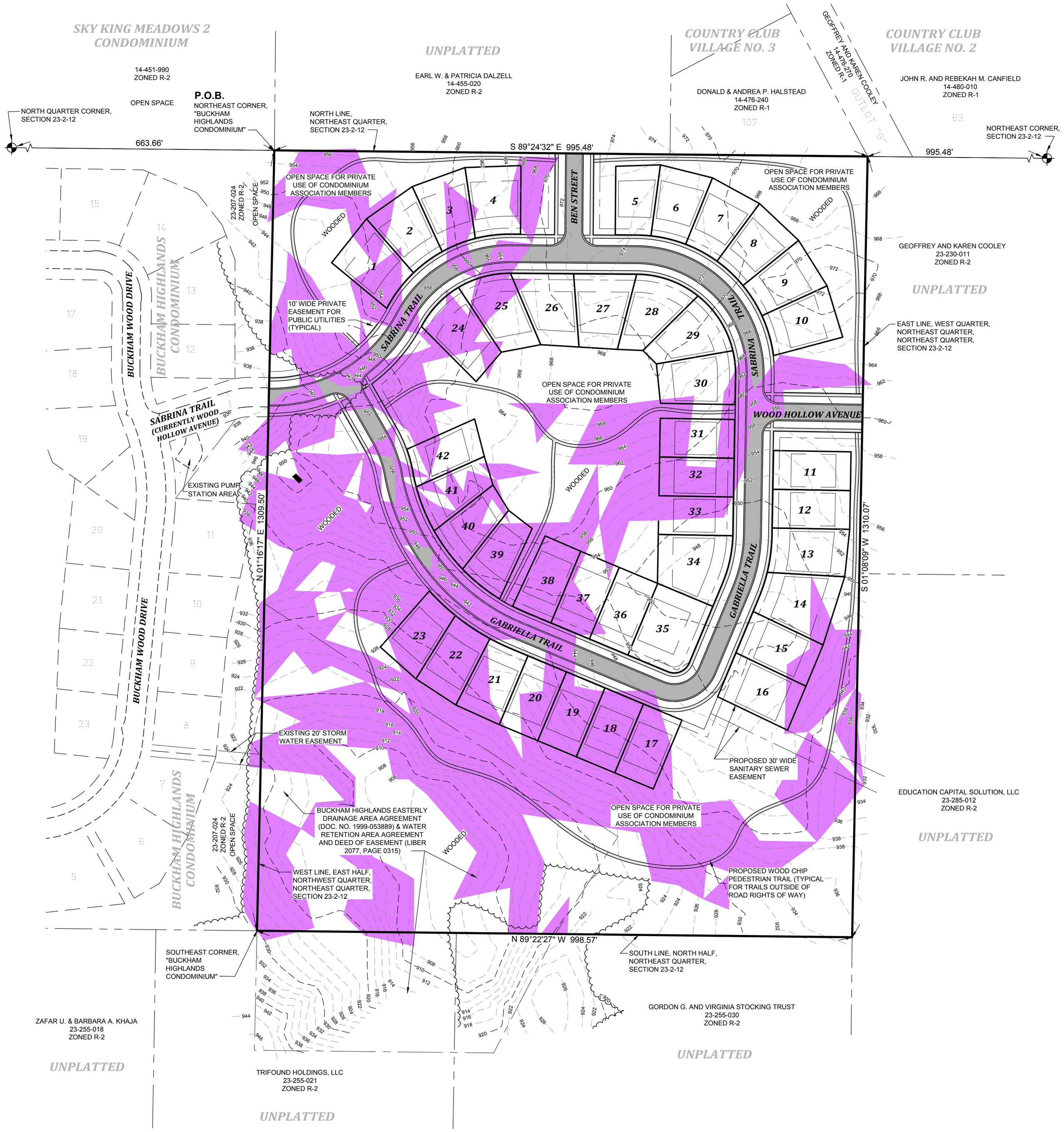
## SLOPE SKETCH OF PROPOSED

# SKY KING MEADOWS 3

## IN THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 2 SOUTH, RANGE 12 WEST, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN.

**LEGEND**

- = EXISTING EDGE OF ASPHALT
- = PROPERTY LINE
- = PROPOSED UNIT LINES
- = ADJACENT PARCEL LINES
- = TREE LINE
- P.O.B. = POINT OF BEGINNING
- = AREAS HAVING SLOPES IN EXCESS OF 8%



November 4, 2015

**Mtg Date:** November 12, 2015

**To:** Planning Commission

**From**: Julie Johnston, AICP

**Applicant**: Visser Developers of Kalamazoo, LLC

**Owner**: Visser Developers of Kalamazoo, LLC

**Property**: Parcel #3905-12-205-051

**Zoning**: R-2 Residential District

**Request:** Approval of West Port Village Planned Unit Development, Phase II Preliminary Plan

**Section(s)**: Section 60.400 – Planned Unit Development – Zoning Ordinance
Part 290.005 – Site Condominium – General Ordinance

**Project Name**: West Port Village, Phase II

**OVERVIEW**

West Port Village is a 129-unit site condominium on the south side of H Avenue between Drake Road and US-131. The project was developed under the Planned Unit Development (PUD) ordinance, Section 60.400, which requires conceptual plan approval. In addition, the Site Condominium ordinance, under Part 290.005 of the General Ordinances, requires preliminary plan review, which is Step 1 of the Site Condominium approval process.

The applicant seeks Planning Commission approval to modify the PUD conceptual plan to allow for three phases and to approve the Phase II preliminary plan under Step 1 of the Site Condominium ordinance. The conceptual plan continues to show 129 units and one office/common building but now to be developed in three phases. Phase II, which contains 27 building sites, has been designed consistent with the original conceptual plan, as amended, since its approval in 2005.

**DEVELOPMENT BACKGROUND**

From the historical planning files, it appears that the first time the West Port Village PUD Conceptual Plan was presented to the Planning Commission was in June and August of 2003. Phase I of the development was approved on November 18, 2004 as a condominium development with 73 dwelling units and one nonresidential unit (sales and recreational amenities). On June 9, 2005, amendments were approved to

convert the development to a site condominium, approve Phase II, establish a phasing plan, and approve other minor deviations. Then, in June of 2006, the project was further amended to reduce the number of units in Phase I to 70, reduce the zero lot line units from 34 to 6, allow additional recreational amenities, and approve other deviations and changes. This reduced the number of residential building sites from 134 to 129. In 2014, some additional changes were made to Phase I, including converting six units that were intended to be three duplexes to five stand-alone houses and shift two units from Phase II to Phase I. An extension to the approval of Phase II was granted in 2010 but has since expired.

**REQUEST**

The applicant is requesting the PUD conceptual plan be granted three phases of development as opposed to the original two that was approved in 2006. The development of the 70 units and one common building in Phase I is almost compete. The original plan indicated the remaining residential units would be built under Phase II. The applicant wishes to develop the remaining sites under two phases, Phase II with 27 units and Phase III with 32 units. In addition, the applicant needs tentative approval of the revised Phase II preliminary plan.

**REVIEW**

Conception Plan – Project Phasing

West Port Village is both a PUD, regulated as a Special Exception Use under 60.400, and a Site Condominium, which is regulated through the Township's General Ordinances, Part 290.005. The PUD conceptual plan was originally approved in 2005, and has been amended slightly over the last 10 years. The requested change to the phasing of the plan does not alter the underlying design of the PUD. Therefore, no real alterations are being made to the conceptual plan and Section 60.460.C. *Conformity with the Approved Plan* is met.

In addition, Section 60.460.E *Project Phasing* indicates that each phase must be designed to be fully functional on its own regarding services, utilities, circulation, facilities and open space. As this is the preliminary plan (Step 1) of the site condominium process, engineering details of much of this infrastructure is not yet required. Engineered drawings are submitted under final approval of the preliminary plan (Step 2). However, as Phase II is the continued extension of existing circulation, utilities and services on the site, its development will access this infrastructure. In addition, the conceptual plan for the PUD has been approved which indicates the development of these services.

Phase II Preliminary Plan

Under Part 290.005.D of the Site Condominium ordinance, preliminary plans are to make adequate provisions for streets, building sites and non-motorized or pedestrian pathways. The design of West Port Village has not changed significantly since its submittal in 2006. The streets within the development are private and were approved with no stubs to adjacent lots for future connections. The lots planned within Phase II of the project retain the same shape and size as originally approved, meeting ordinance requirements. Also, the total density of the development is less than the maximum density allowed for an R-2 District, where sewer and water are available.

The pedestrian sidewalk within West Port Village does not comply with the Townships current standards for sidewalks, particularly related to placement and size. In 2006, the Planning Commission approved a four foot sidewalk to be located on one side of the private drive. Current practice on public streets within the Township is to develop sidewalks on both sides of the road at a minimum width of five feet. However, since the four foot width was originally approved for the development and installation of a four foot sidewalk has occurred, it is understandable that the developer would want to continue this throughout the project.

With that said, there is an additional concern with the sidewalks in West Port Village that was recently discovered. The developer has been pouring sidewalk crossings at driveways in a way that is noncompliant with the Oshtemo Township Standard Specification for Sidewalks. The sidewalk is required to be distinct from the driveway and designed to meet Americans with Disabilities Act standards for slope. The current design within the development is that sidewalks stop at the edge of the driveway and then continue at the other side of the driveway. Enforcement action was taken and it was requested that the developer either reconstruct the sidewalks to meet the Townships standards or seek a variance from the Township Board. To date, neither action has occurred.

Finally, when approval was given in 2006 for a sidewalk on only one side of the private street, the Planning Commission also included a condition that sidewalks must be completed in Phase I as each site is built, but before a Certificate of Occupancy is issued. The condition also stated that all sidewalks were to be completed in Phase I before the commencement of Phase II. Currently, there are a handful of sites built in Phase I where no sidewalks were developed.

The Phase II preliminary plan was reviewed against the requirements of Part 290.005.C. *Preliminary Review*. Staff completed an initial review and provided comments to the applicant for plan revisions. The majority of the comments were not substantive to the design of the development but to the accuracy and readability of the plan. The project engineer provided revised plans that meet the requirements of tentative preliminary plan review.

**RECOMENDATION**

Staff would recommend the Planning Commission approve the developer's request to construct the project under three phases as opposed to the two that was permitted under the original approval. Staff also suggest the Commission forward a recommendation of approval to the Township Board for the Phase II tentative preliminary plan, with the following conditions:

1) The applicant will either retrofit sidewalks within Phase I to meet the requirements of the Oshtemo Township Standard Specifications for Sidewalks at driveway crossings or seek a variance from the Township Board for this requirement before construction may begin in Phase II.

2) All sidewalks must be built within Phase I before the commencement of Phase II.

3) Sidewalks shall be allowed to be four feet in width as developed in Phase I but shall meet the Oshtemo Township Standard Specifications for Sidewalks at driveway crossings or the applicant will seek a variance from the Township Board for this requirement.

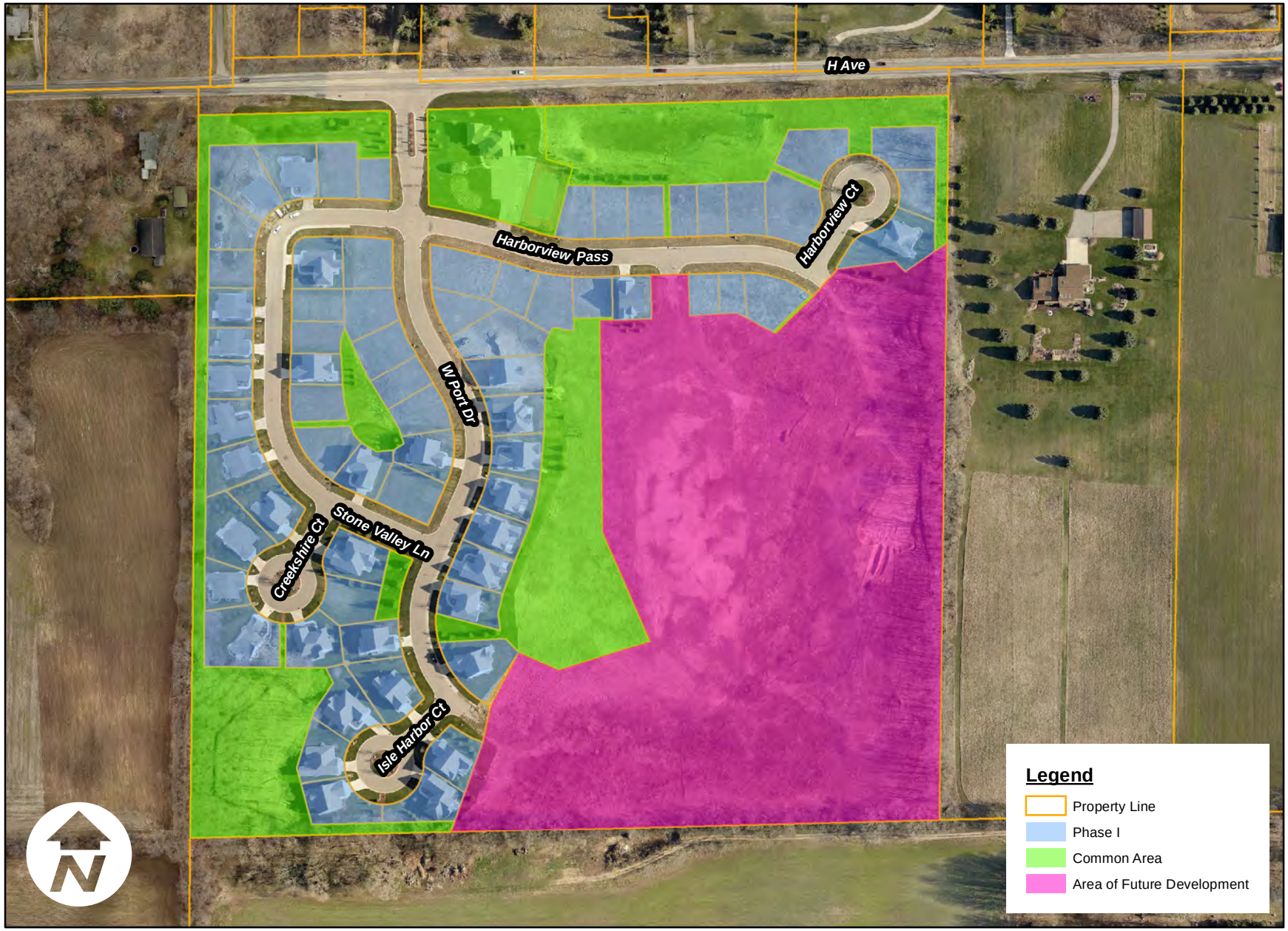
4) All previous approvals, amendments, and conditions granted by the Planning Commission remain in effect unless specifically modified by the Planning Commission.

Respectfully Submitted,

Julie Johnston, AICP
Planning Director

Attachments: Application
Plan set
Aerial

# West Port Village




**1 inch = 250 feet**

charter township
oshtemo

7275 W. Main Street, Kalamazoo, Michigan 49009-9334
Phone: 269-216-5223 Fax: 269-375-7180

**PLEASE PRINT**

PROJECT NAME & ADDRESS WESTPORT VILLAGE PHASE II

## PLANNING & ZONING APPLICATION

Applicant Name : STEVE VISSER

Company VISSER DEVELOPERS OF KAL

Address 6279 SUGARBUSH TRAIL
KAL MI 49009

E-mail SLVISS@YAHOO.COM

Telephone 269-207-6867 Fax

Interest in Property OWNER

**OWNER*:**

Name SAME AS ABOVE

Address

Email

Phone & Fax

Oshtemo Charter Township
7275 W MAIN ST
KALAMAZOO, MI 49009
Phone : 269-375-4260
OSHTEMOTOWNSHIP.ORG

Received From: VISSER
Date: 10/13/2015 Time: 9:24:47 AM
Receipt: 118865
Cashier: JMILLER

| ITEM REFERENCE | AMOUNT |
|---|---|
| 1084 SITE CONDO | |
| SITE CONDOMINIUM | $200.00 |
| 1042 PLANNING ESCROW | |
| PLANNING ESCROW | $1,000.00 |
| TOTAL | $1,200.00 |
| CHECK 1218 | $1,200.00 |
| Total Tendered: | $1,200.00 |
| Change: | $0.00 |

**NATURE OF THE REQUEST:** (Please check the appropriate iter

- X Planning Escrow-1042
- ___ Site Plan Review-1088
- ___ Administrative Site Plan Review-1086
- ___ Special Exception Use-1085
- ___ Zoning Variance-1092
- X Site Condominium-1084
- ___ Accessory Building Review-1083
- ___ Land Division-1090
- ___ Subdivision Plat Review-1089
- ___ Rezoning-1091
- ___ Interpretation-1082
- ___ Text Amendment-1081
- ___ Sign Deviation-1080
- ___ Other:

**BRIEFLY DESCRIBE YOUR REQUEST** (Use Attachments if Necessary):

**LEGAL DESCRIPTION OF PROPERTY** *(Use Attachments if Necessary)*:
Vacant Land Part of West Port Village
Section 60.400 PUD

**PARCEL NUMBER:** 3905- _____

**ADDRESS OF PROPERTY:** _____

**PRESENT USE OF THE PROPERTY:** _____

**PRESENT ZONING** R-2 Res. **SIZE OF PROPERTY** 15 ACRS +-

**NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:**

| Name(s) | Address(es) |
|---|---|
| Vissel Developers | 6279 Stuchalbush Trail |
| | |

***SIGNATURES***

*I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) acknowledge that we have received the Township's Disclaimer Regarding Sewer and Water Infrastructure. By submitting this Planning & Zoning Application, I (we) grant permission for Oshtemo Township officials and agents to enter the subject property of the application as part of completing the reviews necessary to process the application.*

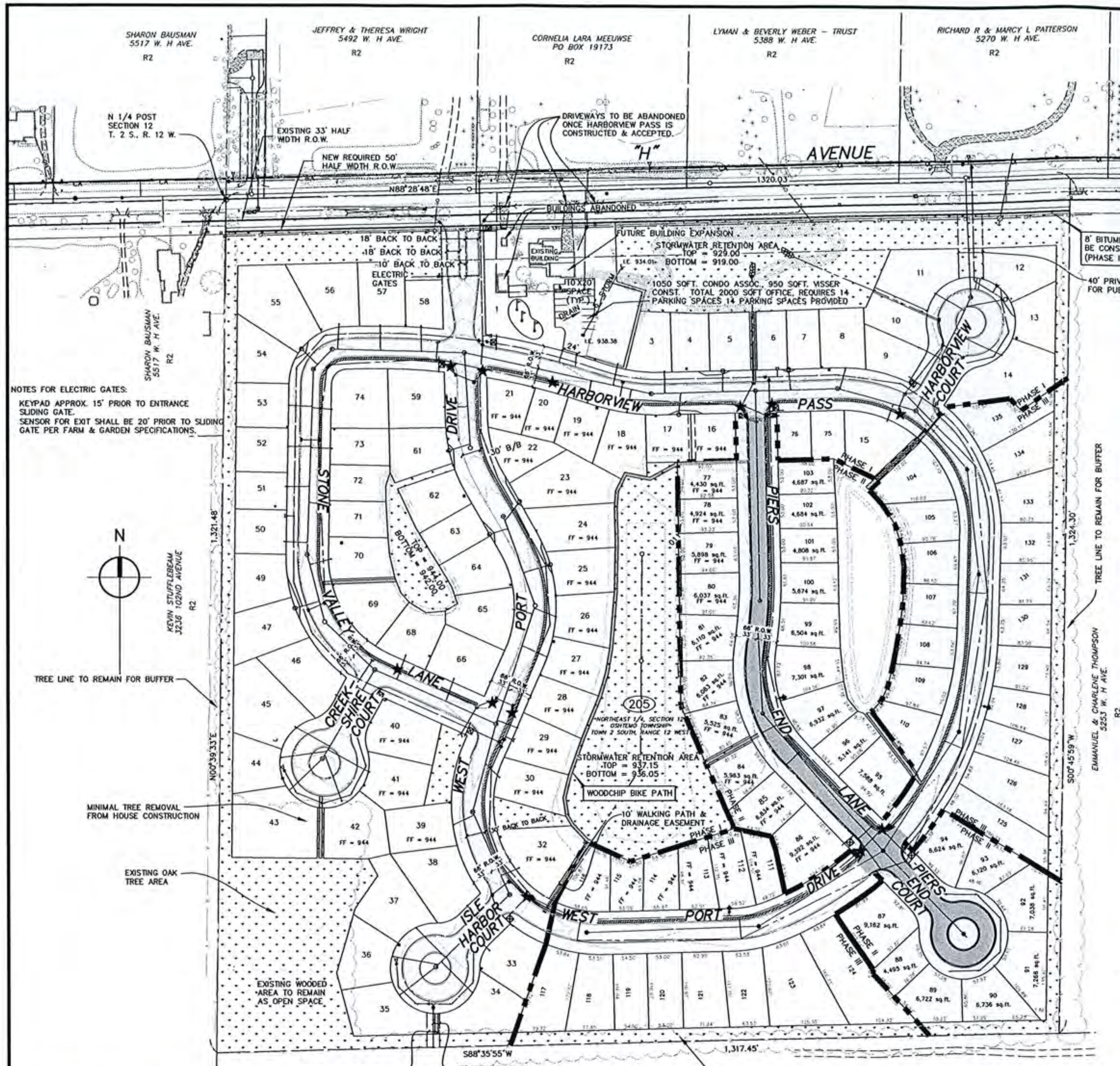
**Owner's Signature***(* If different from Applicant)* **Date**

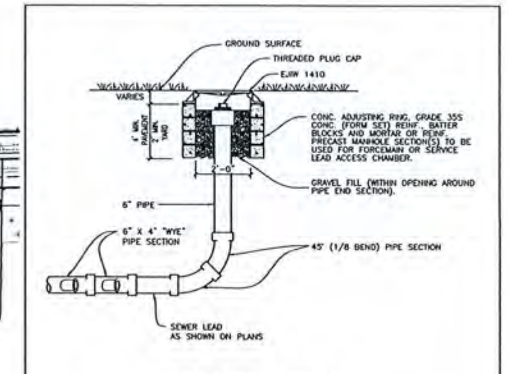
**Applicant's Signature** **Date** Sept 25/15

Copies to:
Planning –1
Applicant -1
Clerk –1
Attorney-1
Assessor –1
Planning Secretary - Original

****

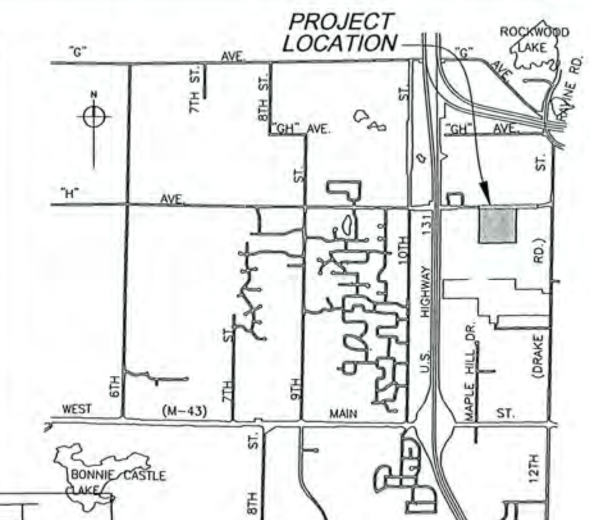
**PLEASE ATTACH ALL REQUIRED DOCUMENTS**



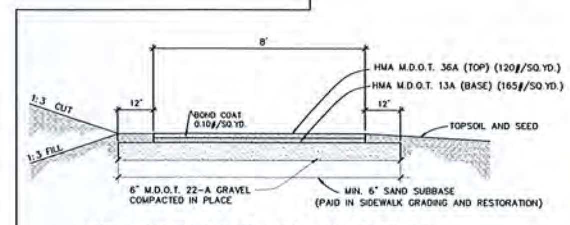
## CLEANOUT DETAIL

NOT TO SCALE



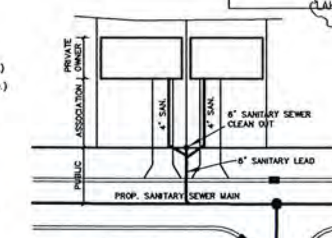
## LOCATION MAP

(NO SCALE)



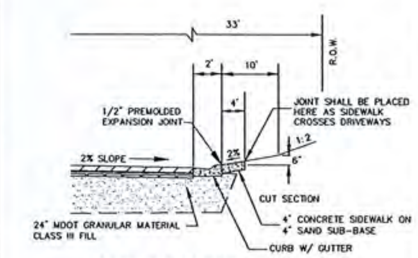
## BITUMINOUS (HMA) BIKE PATH DETAIL

NOT TO SCALE



## SANITARY LEAD DETAIL

NOT TO SCALE



## CONCRETE SIDEWALK DETAIL

NOT TO SCALE

## WOODCHIP WALKING PATH

NOT TO SCALE

SEE CLEAN OUT DETAIL THIS PAGE

★ MDOT ADA/PEDESTRIAN RAMPS

PHASE LINE

OPEN SPACE AREAS

STOP SIGNS

5' WOOD CHIP WALKING PATH

4' CONCRETE SIDEWALK

**TOTAL PUD CALCULATIONS**

TOTAL PARCEL AREA W/O 50' ROW HALF WIDTH = 38.51 ACRES
MINIMUM SIZE LOT FOR THIS ZONE = 10,560 SQ. FT. (W/ SWR & WTR)
38.51 ACRES/10,560 SQ FT = 158 UNITS MAXIMUM
UNIT AMOUNT PROPOSED FOR TOTAL PROJECT = 129
OFFICE/COMMON BUILDING (UNIT 1)
1 BUILDING = 1 UNIT
OPEN SPACE REQUIRED = 5%
OPEN SPACE PROVIDED = 8.21 ACRES = 21.31%

**PROPOSED SETBACKS**

FRONT = 0'
SIDE = 5' TO OUTSIDE OF FOUNDATION WALL (EXCEPT SHARED WALL)
REAR = 0' TO LEADING EDGE

SMALLEST LOT = LOT 16 (3,499 SQFT)
SMALLEST WIDTH = LOT 12 (44.27')
LARGEST LOT = LOT 43 (13,270 SQFT)

**PHASE I PUD CALCULATIONS (UNITS 1–76)**

PHASE I = 24.42 ACRES W/O 50' R.O.W.
PHASE I OPEN SPACE = 289,029 SQ FT = 27.17%
PHASE I UNITS PROPOSED = 71
PHASE I UNITS NUMBERED 1, 3–30, 32–47, 49–59, 61–66, 68–76
UNITS 2, 31, 48, 60, 67 HAVE BEEN DELETED AS A PART OF THE MAY 24, 2006 CHANGES
1 UNIT (SINGLE FAMILY BUILDING)
70 BUILDINGS = 70 UNITS
OFFICE/COMMON BUILDING (UNIT 1)
1 BUILDING = 1 UNIT

**PHASE II PUD CALCULATIONS (UNITS 77–103)**

PHASE II = 6.51 ACRES
PHASE II OPEN SPACE = 40,762 SQ FT = 14.37%
PHASE II UNITS PROPOSED = 27
1 UNIT (SINGLE FAMILY BUILDING)
27 BUILDINGS = 27 UNITS

**PHASE III PUD CALCULATIONS (UNITS 104–135)**

PHASE III = 7.58 ACRES
PHASE III OPEN SPACE = 28,918 SQ. FT. (8.26%)
PHASE III UNITS PROPOSED = 32
1 UNIT (SINGLE FAMILY BUILDING)
32 BUILDINGS = 32 UNITS

NOTES:
STORM SEWER – STORM WATER SYSTEM (DRAIN TO LEACHING BASIN) LEACHING BASINS TO BE MAINTAINED BY THE CONDOMINIUM ASSOCIATION
WATER SUPPLY – MUNICIPAL
SANITARY SEWER – MUNICIPAL ("H" AVE SANITARY SEWER PROJECT) ZERO-LOT-LINE CONDOMINIUMS SHALL HAVE C.O. AT THE END OF THE 6" LEAD PRIOR TO SPLIT FOR THE SEPARATE BUILDINGS
ROAD CONSTRUCTION – ALL ROADS TO BE BUILT TO KCRC STANDARDS EXCEPT FOR WIDTH OF PAVEMENT
PRIVATE ROADS
BASE: 6" COMPACTED GRAVEL
SURFACE: 330 LBS. PER SQ.YD. BITUMINOUS AGG.
CONCRETE CURB & GUTTER
ALL PRIVATE R.O.W.'S = 66' WIDE

ZONING: R2 – ALL ADJACENT

STREET LIGHTING SHALL COMPLY WITH OSHTEMO TOWNSHIP STANDARDS.
ALL BUILDING HEIGHTS SHALL COMPLY WITH OSHTEMO TOWNSHIP STANDARDS
ALL COMMON OPEN SPACES TO BE MAINTAINED BY THE CONDOMINIUM ASSOCIATION
EXISTING PARCEL 3905-12-205-011 AND 3905-12-205-030 SHALL BE COMBINED WITH THE CONDOMINIUM DOCUMENTS
EXISTING BUILDING ON SITE TO BE USED FOR A COMMUNITY AREA AND OFFICE BUILDING FOR VISSER CONSTRUCTION.
PARKING – ALL UNITS SHALL BE CONSTRUCTED WITH A TWO CAR GARAGE (2 X 2 = 4 CARS FOR DUPLEXES) PLUS SPACE IN ALL DRIVEWAYS FOR 2 ADDITIONAL CARS (2 X 2 = 4 CARS FOR DUPLEXES).
PRIVATE UTILITIES SHALL BE PLACED UNDERGROUND WITHIN THE PRIVATE RIGHT OF WAY AS FOLLOWS:
TELEPHONE/FIBER OPTIC/CATV 0'-5' OFF WEST OR SOUTH R.O.W. LINE.
GAS/ELECTRIC 5'-7' OFF WEST OR SOUTH R.O.W. LINE
ACCESS TO PHASE III AREA SHALL BE PROVIDED IN THE MASTER DEED OF PHASE II.
FINISH FLOORS LABELED SHALL BE THE MINIMUM ELEVATION. ELEVATIONS HIGHER THAN THIS ELEVATION ARE ALLOWED.
STOP SIGN SHALL BE PLACED ON WEST PORT DRIVE AT "H" AVENUE IN ACCORDANCE WITH MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
THE ENTIRE SITE WILL BE A GENERAL COMMON ELEMENT WITH THE EXCEPTION OF THE INDIVIDUAL UNITS.

**West Port Village – Replat No. 4 (PHASE I & II)**

Beginning at the North 1/4 post of Section 12, T. 2 S., R. 12 W., Oshtemo Township, Kalamazoo County, Michigan; thence North 88°-28'-48" East along the North line of said Section, 1,320.03 feet to the East line of the Northwest 1/4 of the Northeast 1/4 of said Section; thence South 00°-45'-59" West along said East line, 309.59 feet; thence South 55°-55'-04" West, 88.55 feet; thence North 43°-20'-58" West, 25.36 feet; thence South 82°-27'-36" West, 101.51 feet; thence South 40°-29'-29" West, 66.00 feet; thence South 46°-25'-03" West, 92.08 feet; thence South 63°-21'-59" East, 5.31 feet; thence South 46°-25'-03" West, 21.28 feet; thence South 42°-29'-00" East, 28.70 feet; thence South 32°-59'-15" East, 37.83 feet; thence South 16°-17'-44" East, 30.64 feet; thence South 08°-42'-03" East, 35.12 feet; thence South 01°-33'-27" West, 26.57 feet; thence South 02°-13'-16" West, 33.66 feet; thence South 07°-30'-38" West, 29.16 feet; thence South 09°-48'-59" West, 63.29 feet; thence South 13°-22'-44" West, 34.57 feet; thence South 23°-53'-01" West, 25.20 feet; thence South 41°-22'-18" West, 24.18 feet; thence South 37°-03'-40" East, 117.85 feet; thence Southwesterly 91.03 feet along a curve to the right with a radius of 467.00 feet and a chord bearing South 35°-47'-33" West, 90.89 feet; thence South 44°-34'-02" East, 66.15 feet; thence Northeasterly 80.39 feet along a curve to the left with a radius of 533.00 feet and a chord bearing North 37°-33'-32" East, 80.31 feet; thence South 59°-15'-11" East, 215.09 feet to the East line of the Northwest 1/4 of the Northeast 1/4 of said Section; thence continuing South 00°-45'-59" West thereon, 234.90 feet to the South line of the Northwest 1/4 of the Northeast 1/4 of said Section; thence South 88°-35'-55' West thereon, 203.66 feet; thence North 42°-50'-36" West, 130.20 feet; thence North 00°-11'-00" East, 6.84 feet; thence North 33°-24'-45" West, 102.44 feet; thence Northeasterly 87.99 feet along a curve to the left with a radius of 533.00 feet and a chord bearing North 53°-42'-30" East, 87.89 feet; thence North 44°-34'-14" West, 66.14 feet; thence Southwesterly 124.26 feet along a curve to the right with a radius of 467.00 feet and a chord bearing South 57°-06'-16" West, 123.89 feet; thence North 12°-08'-23" West, 67.34 feet; thence North 18°-33'-56" West, 23.84 feet; thence North 78°-52'-44" West, 59.79 feet; thence South 72°-28'-15" West, 168.69 feet; thence North 66°-13'-12" West, 75.80 feet; thence South 28°-00'-33" West, 105.34 feet; thence South 12°-24'-05" West, 67.15 feet; thence South 19°-52'-24" West, 166.78 feet to the South line of the Northwest 1/4 of the Northeast 1/4 of said Section; thence South 88°-35'-55" West along said South line, 457.83 feet to the West line of the Northwest 1/4 of the Northeast 1/4 of said Section; thence North 00°-39'-33" East along said West line, 1,321.47 feet to the place of beginning. Except the North 50.00 feet for roadway purposes. Containing 32.43 Acres.

**West Port Village – Future Development Area A (PHASE III)**

Commencing at the North 1/4 post of Section 12, T. 2 S., R. 12 W., Oshtemo Township, Kalamazoo County, Michigan; thence North 88°-28'-48" East along the North line of said Section, 1,320.03 feet to the East line of the Northwest 1/4 of the Northeast 1/4 of said Section; thence South 00°-45'-59" West along said East line, 309.59 feet for the place of beginning of the land hereinafter described; thence continuing along said East line South 00°-45'-59" West, 779.81 feet; thence North 59°-15'-11" West, 215.09 feet; thence Southwesterly 80.39 feet along a curve to the right with a radius of 533.00 feet and a chord bearing South 37°-33'-32" West, 80.31 feet; thence North 44°-34'-02" West, 66.15 feet; thence Northeasterly 91.03 feet along a curve to the left with a radius of 467.00 feet and a chord bearing North 35°-47'-33" East, 90.89 feet; thence North 37°-03'-40" West, 117.85 feet; thence North 41°-22'-18" East, 24.18 feet; thence North 23°-53'-01" East, 25.20 feet; thence North 13°-22'-44" East, 34.57 feet; thence North 09°-48'-59" East, 63.29 feet; thence North 07°-30'-38" East, 29.16 feet; thence North 02°-13'-16" East, 33.66 feet; thence North 01°-33'-27" East, 26.57 feet; thence North 08°-42'-03" West, 35.12 feet thence North 16°-17'-44" West, 30.64 feet; thence North 32°-59'-15" West, 37.83 feet; thence North 42°-29'-00" West, 28.70 feet; thence North 46°-25'-03" East, 21.28 feet; thence North 63°-21'-59" West, 5.31 feet; thence North 46°-25'-03" East, 92.08 feet; thence North 40°-29'-29" East, 66.00 feet; thence North 82°-27'-36" East, 101.51 feet; thence South 43°-20'-58" East, 25.36 feet; thence North 55°-55'-04" East, 88.55 feet to the place of beginning. Containing 4.12 Acres.

**West Port Village – Future Development Area B (PHASE III)**

Commencing at the North 1/4 post of Section 12, T. 2 S., R. 12 W., Oshtemo Township, Kalamazoo County, Michigan; thence North 88°-28'-48" East along the North line of said Section, 1,320.03 feet to the East line of the Northwest 1/4 of the Northeast 1/4 of said Section; thence South 00°-45'-59" West along said East line, 1324.30 feet to the South line of the Northwest 1/4 of the Northeast 1/4 of said Section; thence South 88°-35'-55" West along said South line, 203.66 feet for the place of beginning of the land hereinafter described; thence continuing South 88°-35'-55" West thereon, 655.96 feet; thence North 19°-52'-24" East, 166.78 feet; thence North 12°-24'-05" East, 67.15 feet; thence North 28°-00'-33" East, 105.34 feet; thence South 66°-13'-12" East, 75.80 feet; thence North 72°-28'-15" East, 168.69 feet; thence South 78°-52'-44" East, 59.79 feet; thence South 18°-33'-56" East, 23.84 feet; thence South 12°-08'-23" East, 67.34 feet; thence Northeasterly 124.26 feet along a curve to the left with a radius of 467.00 feet and a chord bearing North 57°-06'-16" East, 123.89 feet; thence South 44°-34'-14" East, 66.14 feet; thence Southwesterly 87.99 feet along a curve to the right with a radius of 533.00 feet and a chord bearing South 53°-42'-30" West, 87.89 feet; thence South 33°-24'-45" East, 102.44 feet; thence South 00°-11'-00" West, 6.84 feet; thence South 42°-50'-36" East, 130.20 feet to the place of beginning. Containing 3.46 Acres.

OWNER: VISSER DEVELOPERS OF KALAMAZOO
6279 SHUGARBUSH TRAIL
KALAMAZOO, MI 49009

ENGINEER: PREIN&NEWHOF
7123 STADIUM DR.
KALAMAZOO, MI 49009

1) EXISTING UTILITY LOCATIONS WERE OBTAINED FROM AVAILABLE RECORDS AND NOT VERIFIED BY FIELD SURVEY. ACTUAL LOCATIONS SHALL BE FIELD VERIFIED BY THE RESPECTIVE UTILITIES THROUGH THE "MISS DIG" SERVICE. CALL "MISS DIG" (800-482-7171) 72 HOURS BEFORE DIGGING.
2) ALL WORK SHALL BE DONE IN ACCORDANCE WITH MDOT AND PREIN&NEWHOF STANDARD SPECIFICATIONS.

-100' 0' 100' 200' 300'
SCALES:
HOR. 1" = 100' (CONTOURS AT ONE FOOT INTERVALS)

| NO. | REVISIONS | BY | DATE |
|---|---|---|---|
| 1 | SUBMITTED TO TOWNSHIP STEP 1 | DRG | 10-8-15 |
| 2 | REVISED PER TOWNSHIP | PLK | 10-26-15 |

DRAWN DRG | DATE OCT. '15 | CHECKED TCW | DATE OCT. '15

Prein&Newhof
Engineers ■ Surveyors ■ Environmental & Soils Laboratory

VISSER DEVELOPERS OF KALAMAZOO, LLC
LOCATED IN SECTION 12, T. 2 S., R. 12 W.
OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN
WEST PORT VILLAGE SITE CONDOMINIUM
PHASE II
PRELIMINARY LAYOUT

PROJECT NO. 2150631
SHEET NO. 1 OF 1

10/26/15

November 5th, 2015

**Meeting Date:** November 12th, 2015

**To:** Planning Commission

**From**: Ben Clark, Zoning Administrator

**RE**: Agenda item for November 12th meeting

American Village Builders had submitted a site plan to the Township for review by the Planning Commission at its 11/12 meeting for three new commercial buildings—the Corner Shoppes and Kellogg Community Federal Credit Union—to be located on the outlot immediately to the east of Costco. Since the initial submission, numerous zoning and other issues have come to the attention of the Township that greatly affect the status of this proposed development, and its site plan is considerably out of compliance with the Township's Zoning Ordinance. Therefore, Staff is recommending that the Planning Commission table this agenda item until such a time that the applicant can submit an approvable site plan to the reviewing body.

Respectfully submitted,

Ben Clark
Zoning Administrator

7275 W. Main St.
Kalamazoo, MI 49009
(269) 375-4260
www.oshtemo.org

November 2, 2015

**Mtg Date:** November 12, 2015

**To:** Planning Commission

**From**: Julie Johnston, AICP

**Subject**: Proposed Sign Ordinance Amendments

At the October 8, 2015 meeting, sign ordinance amendments were presented to the Planning Commission for review and recommendation to the Township Board. The ordinance amendments dealt with financial institution signs and allowing them the same size signage as other commercial uses within the C zoning district and the percentage of a sign that can be dedicated to changeable copy or electronic display.

During the October 8th meeting, discussion was had by the Planning Commission related to requiring electronic copy signs to be dimmable. This was encouraged by a sign consultant who made a presentation to the Planning Commission at an earlier date. At the conclusion of this agenda item, the Planning Commission motioned to table the ordinance amendments until language related to dimmable signs could be presented.

Staff reviewed several ordinances of Townships and Cities throughout Michigan to understand how other communities regulate this type of sign. Information was gleaned from the Gaines Charter Township (Kent County), City of Grand Rapids (Kent County), Holland Charter Township (Ottawa County) and Lyon Charter Township (Oakland County) ordinances. In addition, staff completed website searches of sign companies and their recommendations for LED signs and illumination. Daktronics is a sign company that assists local communities with sign ordinance language that is relevant to current industry standards. Their recommended language for dimmable LED signage was incorporated into the ordinance. Then staff provided the language to SignArt, a local sign company, for their feedback and received some guidance that resulted in the final draft language presented to the Planning Commission.

**FINANCIAL INSTITUTION SIGN AMENDMENT**

76.170 - Commercial and office land uses.

In all commercial and office uses the requirements of Schedule B shall govern sign use, area, type, height and numbers in addition to requirements elsewhere in this Ordinance.

SCHEDULE B

| Use | Sign Type | Maximum Sign Area | Maximum Height | Sign Purpose | Maximum No. of Signs |
|---|---|---|---|---|---|
| Individual commercial establishments, including hotels without restaurants (not located within a multi-tenant commercial center) | a) wall sign | 1 s.f. for each foot in length or height (whichever is greater) of the wall to which it is affixed (see footnote [1]) | 30 feet | business or identification | 4 per building (see footnote [3]) |
| | b) pole sign | 60 s.f. | 20 feet | | 1 pole or ground mounted sign (see footnotes [2] and [4]) |
| | OR | | | | |
| | ground sign | 80 s.f. | 10 feet | | |
| | c) window signs and displays | 25% of window area | | | |
| Multi-tenant commercial center, including hotels with restaurants | a) pole sign, | 60 s.f.[5] | 20 feet | commercial center and/or individual tenant identification | 1 pole or 1 ground sign (see footnotes [2] and [4]) |
| | OR | | | | |
| | ground sign | 80 s.f.[5] | 10 feet | | |
| | b) wall sign, | 80 s.f. | 30 feet | identification of commercial center | 1 per building wall not to exceed 4 per building |
| | OR | | | | |
| | canopy/awning | 32 s.f. | 12 feet | | |

| | | | | | |
|---|---|---|---|---|---|
| Commercial tenants within a multi-tenant commercial center (also see below) | a) wall sign | 1 s.f. per lineal foot of tenant space width not to exceed a sign length of more than 2/3 the subject tenant space width. | 30 feet | business or identification | 1 per exterior wall of the tenant premises, maximum of 2 (must be located upon premises of tenant) |
| | b) nameplate | 6 s.f. | underside of building overhang | identification | 1 per tenant |
| | c) window signs and displays | 25% of total window area | | | |
| | individual pole and ground mounted signs prohibited | | | | |
| Auto service stations and filling stations | a) pole sign | 60 s.f. | 20 feet | identification | 1 pole or 1 ground sign (see footnote [2]) |
| | OR | | | | |
| | ground sign | 80 s.f. | 10 feet | | |
| | b) wall sign | 1 s.f. for each foot in length or height (whichever is greater) of the wall to which it is affixed (see footnote [1]) | 25 feet | business or identification | 4 per building (see footnote [3]) |
| | c) window signs and displays | 25% of window area | | | |

| | | | | | |
|---|---|---|---|---|---|
| Automobile sales | a) pole sign | 60 s.f. | 20 feet | identification | 1 pole or ground sign for new car dealership, and/or 1 pole or ground sign for used car sales and/or 1 pole or ground sign for automotive service. Maximum of two (2) signs. |
| | OR | | | | |
| | ground sign | 80 s.f. | 10 feet | | |
| | b) wall sign | 1 s.f. for each foot in length or height (whichever is greater) of the wall to which it is affixed (see footnote [1]) | 25 feet | identification | 4 per building (see footnote [3]) |
| | c) window signs and displays | 25% of window area | | | |
| Buildings within an office complex (as defined below) | a) wall sign | 25 s.f. | 20 feet | identification for offices within building | 1 per tenant |
| | OR | | | | |
| | wall sign | 50 s.f. | 20 feet | identification | 1 per building |
| | b) ground sign | 40 s.f. | 5 feet | | 1 per building at site of building |
| | pole signs prohibited | | | | |
| Buildings containing one or more offices which are under separate business management and not located within an office complex (as defined below) | a) wall sign, | 25 s.f. | 20 feet | identification for individual offices within building | 1 per tenant |
| | OR | | | | |
| | wall sign | 50 s.f. | 20 feet | | 1 per building |
| | b) ground sign | 60 s.f. | 8 feet | identification | 1 per building |

| | | | | | |
|---|---|---|---|---|---|
| | pole signs prohibited | | | | |
| Office complex (lot, parcel or building sites containing 2 or more office buildings) | ground sign | 60 s.f. | 8 feet | identification of complex and/or individual buildings therein | 1 sign per street entrance not to exceed more than one per 2,600 lineal feet of continuous road frontage along the same public street |
| Off-premises signs prohibited, including billboard signs | | None | | | None |
| ~~**Individual financial institutions (not located within a multi-tenant commercial center)**~~ | ~~**a) wall sign**~~ | ~~**1 s.f. for each foot in length or height (whichever is greater) of the wall to which it is affixed**~~ | ~~**20 feet**~~ | ~~**identification**~~ | ~~**4 per building, one per wall (see footnote [3])**~~ |
| | ~~**b) ground sign**~~ | ~~**60 s.f.**~~ | ~~**8 feet**~~ | ~~**identification**~~ | ~~**1 per building (see footnote [2])**~~ |
| | ~~**c) window signs and displays**~~ | ~~**25% of window area**~~ | | | |
| | ~~**pole signs prohibited**~~ | | | | |
| Nonresidential uses in the R-3, Residence District (other than offices ~~**or financial services**~~) | a) wall sign | 50 s.f. | 20 feet | identification | 1 per wall, maximum of 2 per building |
| | b) ground sign | 60 s.f. | 8 feet | identification | 1 per building |
| | pole signs prohibited | | | | |

[1] Wall length shall be measured in a straight line from the two farthest points on the subject side of the building regardless of any protrusions between said points which shall not be considered a separate wall(s).

[2] Lots, parcels, and building sites with frontage on more than one street may have one sign on each street frontage with one sign permitted a maximum sign area of 60 square feet and any additional signs limited to 30 square feet each.

[3] More than one wall sign may be placed upon the same wall provided the combined square footage does not exceed the maximum display area permitted for that wall and/or the maximum number allowed for the building.

[4] Individual commercial establishments and multi-tenant commercial centers with 400 feet or more of frontage shall be allowed one additional sign (ground sign or pole sign). Additional sign(s) shall not have a sign area or height greater than what is permitted in Schedule B.

[5] Multi-tenant commercial centers shall be permitted an additional eight square feet of display area for each tenant over the first two. Total sign area shall not exceed 50 percent of the permitted sign area.

**LED SIGN AFFIDAVIT**

76.300 Permits required and conditions.

Unless otherwise provided by this Section, all signs shall require permits and payment of fees. This shall include face changes for signs and billboards. No sign shall be installed or utilized until and unless a permit has been issued by the Township. No permit is required for the maintenance of a sign.

**As part of the permitting process for signs utilizing electronic changeable copy, an affidavit is required that indicates compliance with this ordinance with regard to light levels, change of message time frames and transitions.**

A permit issued pursuant to this Section becomes null and void if work is not commenced within 180 days of issuance. If work authorized by the permit is suspended or abandoned for more than 180 days, the permit must be renewed with an additional payment of one-half the original fee as provided on the fee schedule adopted by resolution of the Township Board and on file at the Township Hall.

**LED SIGN PERCENTAGE AND ILLUMINATION AMENDMENT**

76.410 - Lighting.

Unless otherwise specified by this Section, all signs may be illuminated.

A. No sign regulated by this Section may utilize:

1. An exposed incandescent lamp* with an external reflector and without a screen or comparable diffusion device.
2. Any exposed incandescent lamp* in excess of 160 watts unless a screen or shield is installed so that no light rays are emitted by the installed fixture beyond the advertising display area.
3. Any revolving beacon light.
4. Lights that could be confused with or construed as traffic control devices.
5. Direct or reflected light that could create a traffic hazard to operators of motor vehicles.

(*For the purpose of this Section, quartz lamps shall not be considered an incandescent light source.)

B. Metal halide lighting, fluorescent lighting and quartz lighting may be used for outdoor advertising signs but shall be installed in enclosed luminaries.

C. Glass tubes filled with Neon, Argon or Krypton may be used provided they do not flash intermittently or create a visual effect of movement.

D. Lighting fixtures used to illuminate an outdoor advertising sign shall be mounted on the top of the sign structure whenever practical or mounted so that no light rays are emitted by the installed fixture at angles above the sign's highest horizontal plane or in any event beyond the advertising display area.

E. Unless the premises is open for business, the operating of lighting fixtures on or in signs, with the exception of time and temperature displays, is prohibited from 9 p.m. to sunrise when light from said sign can shine into any window of a residence within 500 feet or from midnight to sunrise when the lot, building site or parcel upon which it is located abuts a residential zoning district.

F. No sign may be illuminated by flashing, rotating, oscillating or intermittent lighting.

G. Electronically changeable copy signs, with the exception of Electronic Billboards (see Section 76.200.B), may change message no more than once every six (6) seconds and shall not use transitions that dissolve, fade, flash, and/or scroll.

H. Signs utilizing electronically changeable copy ~~signs~~ may not be so bright as to be objectionable or inappropriate for the surroundings. **An ambient light monitor shall be installed, which shall continuously monitor and automatically adjust the brightness level of the display based on ambient light conditions. The maximum brightness levels for digital signs shall not exceed 0.3 foot-candles over ambient light levels measured within 150 feet of the source. Brightness of electronically changeable copy signs shall be measured as follows:**

**1. At least 30 minutes following sunset, a foot candle meter shall be used to obtain an ambient light reading for the location. This is done while the sign is off or displaying black copy. The reading shall be made with the meter aimed directly at the sign area at the pre-set location.**

2. **The sign shall then be turned on to full white copy to take another reading with the meter at the same location.**

3. **If the difference between the readings is 0.3 foot candles or less, the brightness is properly adjusted.**

I. Up to ~~**25**~~ **35** percent of the permitted sign area of an allowable sign may be dedicated to changeable copy or to electronically display the current time and/or temperature. This percentage shall be increased to 50 percent for filling stations solely for the purpose of displaying fuel prices within the additional area provided. This limit shall not apply to electronic billboards.

November 2, 2015

**Mtg Date:** November 12, 2015

**To:** Planning Commission

**From**: Julie Johnston, AICP

**Subject**: Meeting Agendas

In most communities, planning commissions meet once a month to address matters assigned to them through charters, general ordinances and zoning ordinances. This way of doing business leaves no room for flexibility as all business must be handled one night of the month. From an investigation of Kalamazoo County, only two other communities have planning commissions that meet twice a month, the City of Portage and Comstock Township. Meeting twice a month provides opportunities for Oshtemo to be more deliberate with the placement of items on the Planning Commission's agenda.

Conversations with Oshtemo Township staff have provided some history on the original intent of holding two planning commission meetings a month. The objective was to provide the Planning Commission with one meeting in which to deal with development reviews and a second meeting to complete other work, like updating master plans, zoning ordinance amendments, special studies, etc. It is my hope that the Planning Commission will consider returning to this way of completing Township business.

If adopted, the first meeting of the month would be the scheduled development review meeting. As one planning commission meeting a month is the general way most communities function, it is not outside the understanding of the development community to operate in this way. The Planning Department would post the development review schedule, as attached, on the Township's website to ensure that dates for deadlines are clearly provided. In addition, the Planning Commission would still have the authority to request an item be placed on an agenda not intended for development reviews. For example, if a project is tabled for additional information, the Planning Commission could request it be placed on the next available agenda which may not be a development review agenda. This would provide some flexibility to the Planning Commission when needed.

The second meeting of the month would then be dedicated to the myriad of other projects the Planning Commission is tasked to complete. This provides the Commission with better opportunities to review and discuss these important planning items without extending meeting times beyond what would generally be considered reasonable.

As stated, it is my hope the Planning Commission will discuss this idea and implement it for the 2016 meeting dates. At the end of 2016, or sooner, we could evaluate if the new procedure is working effectively.

Thank you.

## Planning Commission Development Review Deadlines - 2016

| Deadline to Submit Plans | Internal Review & Comment Meeting | Staff Comments Provided to Applicant | Final / Revised Plan Submittal | Staff Report / Packet Distribution | Planning Commission Meeting |
|---|---|---|---|---|---|
| *5 Weeks Prior* | *Thursday Following Submittal* | *3-3.5 Weeks Prior* | *2 Weeks Prior* | *1 Week Prior* | *2nd Thursday of Month* |
| 12/10/2015 | 12/17 | 12/22 | 12/29 | 01/07 | 01/14 |
| 01/07 | 01/14 | 01/19 | 01/26 | 02/04 | 02/11 |
| 02/04 | 02/11 | 02/16 | 02/23 | 03/03 | 03/10 |
| 03/10 | 03/17 | 03/22 | 03/29 | 04/07 | 04/14 |
| 04/07 | 04/14 | 04/19 | 04/26 | 05/05 | 05/12 |
| 05/05 | 05/12 | 05/17 | 05/24 | 06/02 | 06/09 |
| 06/09 | 06/16 | 06/21 | 06/28 | 07/07 | 07/14 |
| 07/07 | 07/14 | 07/19 | 07/26 | 08/04 | 08/11 |
| 08/04 | 08/11 | 08/16 | 08/23 | 09/01 | 09/08 |
| 09/08 | 09/15 | 09/20 | 09/27 | 10/06 | 10/13 |
| 10/06 | 10/13 | 10/18 | 10/25 | 11/03 | 11/10 |
| 11/03 | 11/10 | 11/15 | 11/22 | 12/01 | 12/08 |
| 12/08 | 12/15 | 12/20 | 12/27 | 01/05/2017 | 01/12/2017 |

## Zoning Board of Appeals Development Review Deadlines - 2016

| Deadline to Submit Plans | Internal Review & Comment Meeting | Staff Comments Provided to Applicant | Final / Revised Plan Submittal | Staff Report / Packet Distribution | ZBA Meeting |
|---|---|---|---|---|---|
| *5 Weeks Prior* | *Thursday Following Submittal* | *3-3.5 Weeks Prior* | *2 Weeks Prior* | *1 Week Prior* | *4th Tuesday of Month* |
| 12/22 | 12/31 | 01/05 | 01/12 | 01/19 | 01/26 |
| 01/19 | 01/28 | 02/02 | 02/09 | 02/16 | 02/23 |
| 02/16 | 02/25 | 03/01 | 03/08 | 03/15 | 03/22 |
| 03/22 | 03/31 | 04/05 | 04/12 | 04/19 | 04/26 |
| 04/19 | 04/28 | 05/03 | 05/10 | 05/17 | 05/26 |
| 05/24 | 06/02 | 06/07 | 06/14 | 06/21 | 06/28 |
| 06/21 | 06/30 | 07/06 | 07/12 | 07/19 | 07/26 |
| 07/19 | 07/28 | 08/02 | 08/09 | 08/16 | 08/23 |
| 08/23 | 09/01 | 09/06 | 09/13 | 09/20 | 09/27 |
| 09/20 | 09/29 | 10/04 | 10/11 | 10/18 | 10/25 |
| 10/11 | 10/20 | 10/25 | 11/01 | 11/08 | 11/15* |
| 11/15 | 11/24 | 11/29 | 12/06 | 12/13 | 12/20* |
| 12/20 | 12/29 | 01/03/2017 | 01/10/2017 | 01/17/2017 | 01/24/2017 |

*Changed from normal meeting date